

Activities Board at Columbia (ABC)

STUDENT ORGANIZATIONS

fact files

Presented by
Student Development & Activities
Office of Multicultural Affairs



a guide to resources for student organizations

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Community Development

THE COMMUNITY DEVELOPMENT TEAM

The Community Development team works to foster a vibrant and welcoming undergraduate community through organizational advising, leadership development, advocacy, diversity education and community programming. The team includes the Office Residential Programs, Student Development & Activities, the Office of Student Group Advising and the Office of Multicultural Affairs.

The Community Development team works with student organizations to provide them with a seamless advising experience and support for their organizational goals. The team also works to build the skills of students in leadership and civic engagement. In addition, the Student Affairs Central Business Office (SACBO) services staff provides support and advising to organization treasurers and governing bodies in managing funds by providing monthly account statements, treasurers' newsletters and other services.



Student Development & Activities

OFFICE OF STUDENT DEVELOPMENT & ACTIVITIES

Student Development & Activities (SDA) works to enhance the educational experience of students in Columbia College and the Fu Foundation School of Engineering and Applied Science by fostering a dynamic and enriching University community through co-curricular activities and involvement. SDA supports students in undertaking responsible student governance and co-curricular activities, and assists them in their development as individuals, community members, and leaders. The office is committed to building a community that celebrates and respects the diversity of its members and to developing programs within the Morningside campus, which advance these values.

Student Development & Activities is particularly mindful of the centrality of academic programs at Columbia, and seeks to help students successfully integrate co-curricular activities into their overall educational goals. Whenever possible, Student Development & Activities provides additional programs and services to support other programs and goals of the University.

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**Student/Class Council Advisors

Office of Multicultural Affairs (OMA)

The Office of Multicultural Affairs (OMA) aims to promote an inclusive University climate by raising awareness of and appreciation of multicultural similarities and differences. The Office is committed to enhancing the richly diverse fabric of the Columbia community through its efforts to act as a resource, organize and support intercultural and community programs, provide diversity education and training and advocate for all students on multicultural issues. Additionally, the OMA advises all cultural student organizations and cultural Heritage months that fall under the ABC umbrella.

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EXPECTATIONS FOR STUDENT GROUPS

Clearly communicate to your student affairs advisor plans for all club events and meetings

Be knowledgeable and follow all University policies and procedures.

Communicate your organization's needs to your advisor. If you need help; ask for it.

Communicate to your advisor any relationship or partnership with any University department or outside organization.

Visit your advisor often to assist in building a relationship. Come and celebrate your successes with your advisor!

Foster an environment in which your advisor feels respected and valued. Get to know your advisor outside of "just a signature."

Again, if you need help, ask for it. If you feel that you are already knowledgeable on an area of advisement, communicate this to your advisor.

Reflect on the greater impact your organization and your events have on the greater University community. Communicate any concerns to your advisor.

Seek the expertise of your advisor! Your advisor possesses knowledge about many student organization and leadership issues.

Plan your student group events and meetings around the stated goals within your constitution/mission statement.

Manage your student organization's budget and account. Clearly communicate group purchases and expenditures to your advisor.

When To Visit Your Advisor

Still wondering about when to visit your advisor? Come see your advisor when:

- You are trying to plan an event
- You have questions about your organization's budget allocation
- You are having difficulty navigating the Columbia system or are unsure of the rules
- You are planning an event where alcohol may be served
- Your organization wants to rent a car
- You are handling large sums of money for your organization
- You are planning a big event that requires speakers/artists to sign contracts
- You want to celebrate a successful event
- You are experiencing a conflict within your group and are looking for assistance with mediation or simply someone to discuss your concerns with

**When in doubt, we encourage you to drop by to see your advisor or, at the very least, send him or her an email*

EXPECTATIONS FOR ADVISORS

Advise student groups on organizing the logistics associated with group activities, such as travel, club events and meeting planning.

Clearly communicate University policies, procedures, and structures.

Clearly identify your role and expectations as an advisor with student groups. Communicate services that the advising office provides.

Advocate on behalf of the student group and facilitate communication with other University resources, key staff members, and stakeholders (including other student groups).

Share responsibility for building the relationship with the student group.

Foster environments in which students feel respected and valued, and convey concern for their welfare.

Assess what level of advising is necessary for each particular group or program.

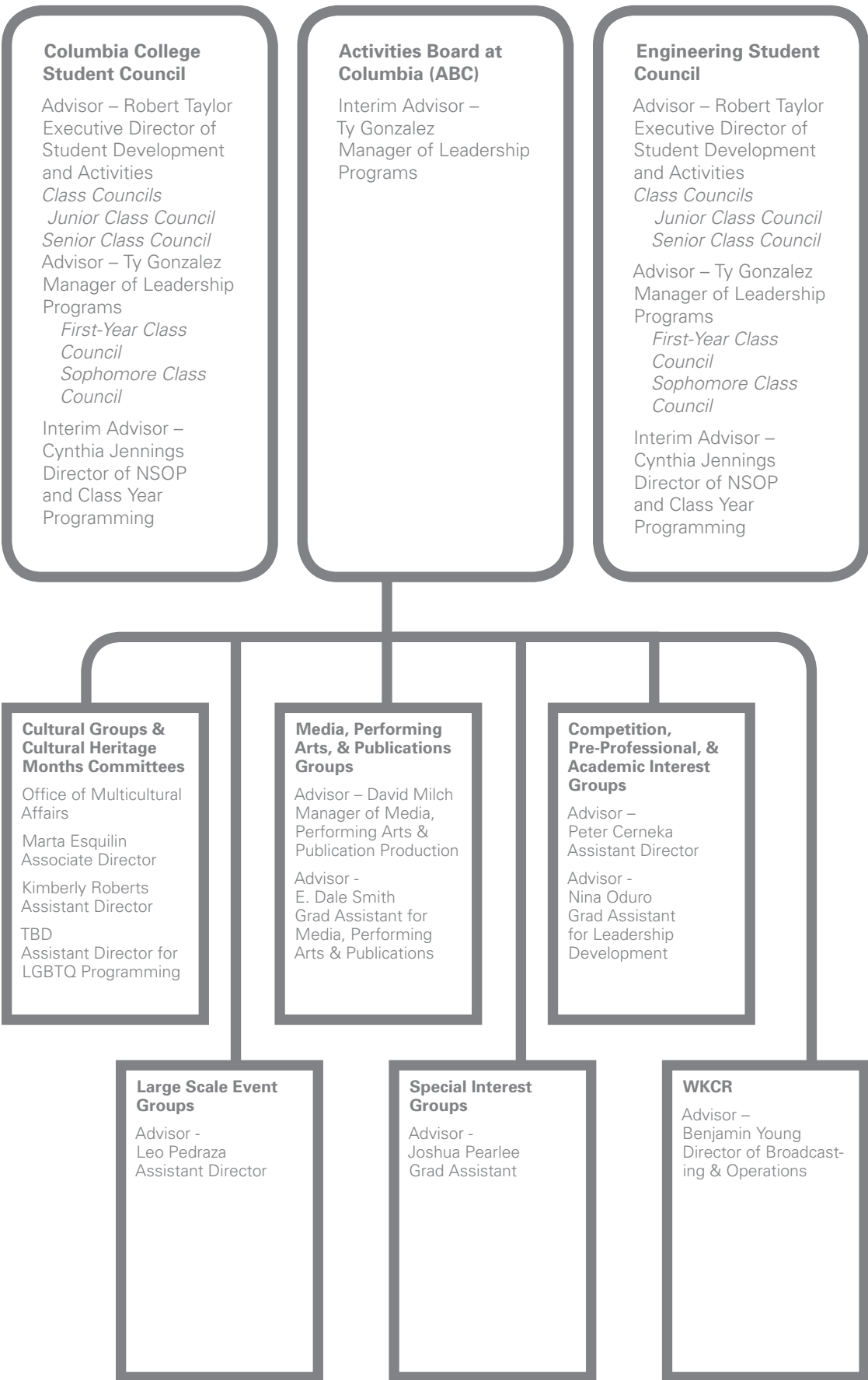
Assess institutional impact of group events/ services and communicate appropriate information to supervisor.

Utilize knowledge of best-practices, the group process and basic student development theories to assist guiding student organizations.

Help student groups adhere to their stated goals found within their constitution/mission statement.

Help student groups manage their student accounts, including approving purchases, monitoring group budgets, and helping groups understand the various policies and procedures required to operate within the University financial system.

advising structure flow chart for ABC & class councils



Columbia College Student Council

www.columbia.edu/cu/ccsc/

The Columbia College Student Council is elected by students of Columbia College to serve as their primary representative, advocate, and liaison to the Columbia University community, including its administration, faculty, alumni and students, as well as to the public. The CCSC is charged with gathering and expressing student opinion, actively representing student views, appropriately addressing student concerns, ensuring that college students are fully apprised of all information of impact to their undergraduate experience, responsibly and equitably distributing student activity fees, and working with other student groups to program college wide events designed to foster cohesiveness within the entire undergraduate population.

Engineering Student Council

www.cuengineering.com

The Engineering Student Council is elected by students of the Fu Foundation School of Engineering and Applied Science, while the Executive Board is selected by current council members. The Engineering Student Council strives to represent the interests of the Engineering Students and that of the University as a whole, to improve student life, responsibly and equitably distribute student activity fees and to foster communication amongst students, faculty and administrators, and alumni throughout Columbia University.

General Studies Student Council

www.gslounge.com

The General Studies Student Council is elected each year by the students of General Studies to serve as their principle advocates and to meet the needs of a diverse undergraduate population comprised of software developers, ballet dancers, business leaders, veterans of the military, artists, and athletes. The GSSC pursues academic, political, social and administrative initiatives to serve this student body, recognizing their non-traditional background and their individual needs. The GSSC further acts as the primary advocate for and liaison between the student body, the General Studies administration and Columbia University at large.

Barnard College Student Government Association

<http://eclipse.barnard.columbia.edu/%7Esga/>

The officers of the Student Government Association are elected each spring by the students of Barnard College. The SGA serves as the primary liaison between students and the administration, represents student views and advises on policy issues, and coordinates committees of faculty, administrators, and students. As both a student council and governing board, the SGA works in collaboration with student groups to enhance campus life, affect change, instill a sense of Barnard pride and promote community.

Activities Board at Columbia

www.columbia.edu/cu/abc/

The ABC is part of Columbia's student government that is responsible for funding over 150 student groups on campus. ABC organizations have a broad range of functions that include: pre-professional, academic, competition, cultural, special interest, performance, publication, media, performing arts and large scale events. The ABC board oversees and provides support to its student organizations and operates under the Student Development and Activities office.

Club Sports Governing Board

www.columbia.edu/cu/csgeb/

The Club Sports Governing Board oversees approximately 40 clubs that are organized on recreational, instructional and competitive levels, and have activities ranging from informal play to regular practice or instruction, to intercollegiate and tournament competition. The Club Sports Governing Board is overseen by the Club Sports Office, Columbia Athletics.

Community Impact

www.columbia.edu/cu/ci

Community Impact is an independent nonprofit organization dedicated to serving disadvantaged people in the Harlem, Washington Heights, and Morningside Heights communities. Community Impact strives to provide high quality programs, advance the public good, and foster meaningful volunteer opportunities for students, faculty, and staff of Columbia University. CI provides food, clothing, shelter, education, job training, and companionship for residents in its surrounding communities. CI consists of a dedicated corps of more than 950 Columbia University student volunteers participating in 25 community service programs, which serve more than 16,000 people each year. Community Impact has partnerships with more than 100 community organizations and agencies who do service work in the Harlem, Washington Heights, and Morningside Heights communities, including service organizations, social service offices, religious institutions, senior centers and schools. Many of these organizations refer their clients to Community Impact's programs and work collaboratively to positively influence residents' lives.

InterGreek Council

www.columbiagreeks.info

The InterGreek Council is the governing body for the Fraternity & Sorority community comprised of 33 diverse, nationally affiliated chapters. The InterGreek Council serves as the umbrella group for three sub-councils that serve specific constituency groups; the InterFraternity Council, Multicultural Greek Council and the Panhellenic Council. All fraternity & sorority members share in service, scholastic, philanthropic, cultural, and leadership experiences while also participating in self-governance. Under the auspices of the Office of Residential Programs, the fraternity & sorority system provides housing for hundreds of students and is a vital component of Columbia's residential experience.

Student Governing Board

www.columbia.edu/cu/sgb/

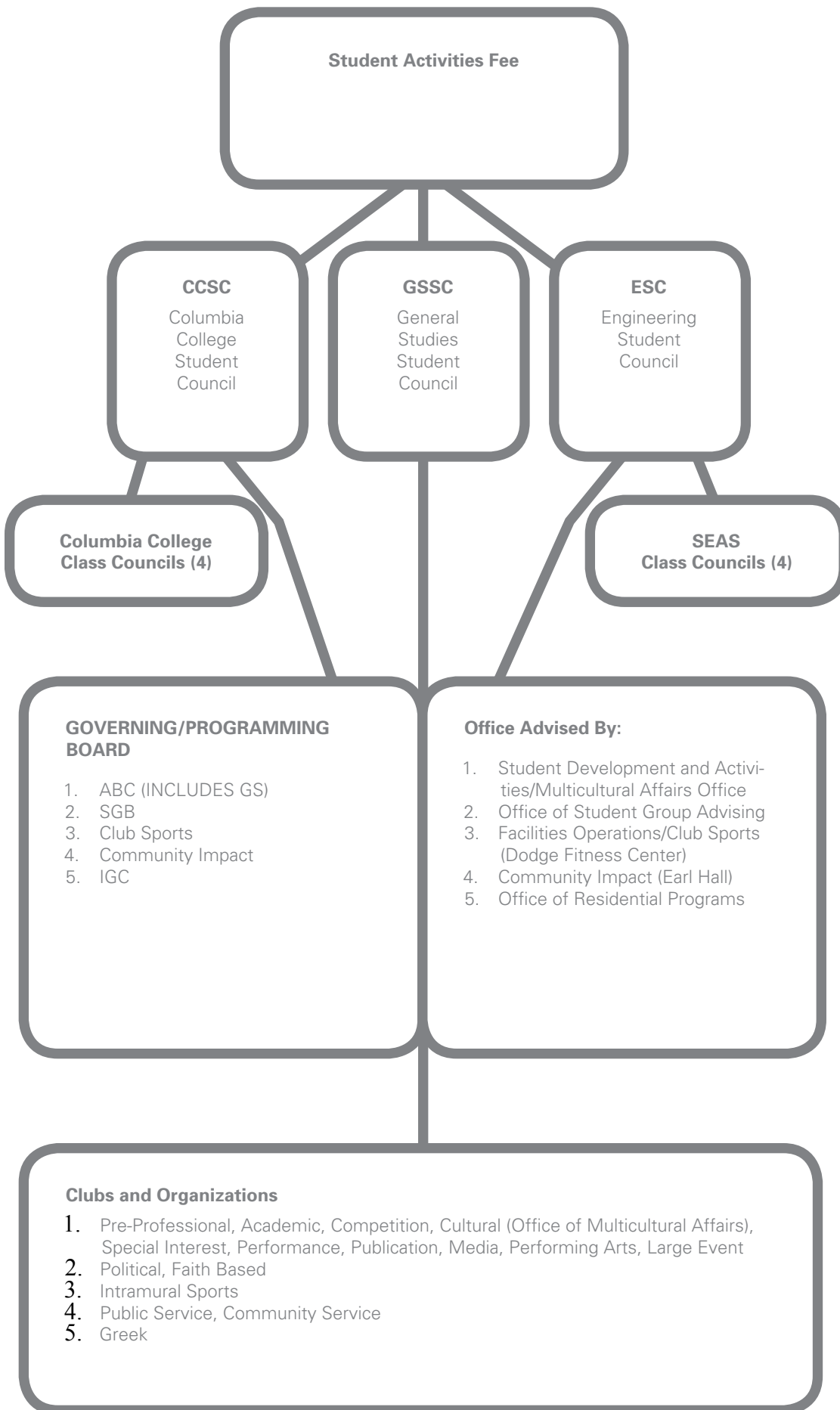
The SGB represents and serves the needs of Columbia University student organizations whose concerns are religious, spiritual, political, humanitarian, ideological and activist in nature. The SGB is dedicated to the principle of community self-governance, and believes that students' needs are best evoked, defined and articulated by the students themselves. The Student Governing Board with the help of the Office of Student Group Advising oversees and provides support to its student organizations.

Interschool Governing Board

www.columbia.edu/cu/igb

The Interschool Governing Board (IGB) was initiated by the Student Affairs Committee of the Columbia University Senate in direct response to the specific student concerns and expressed needs of student groups whose composition and mission do not fall under the immediate jurisdiction of previously existing governing boards or individual school councils for recognition and funding by Columbia.

The mission of the Interschool Governing Board (IGB) is to represent and serve the needs of Columbia University student interschool organizations whose membership and mission is interschool in nature and includes a combination of graduate, undergraduate and professional school students who do not fall under the immediate jurisdiction of other governing boards or individual school councils.



Activities Board at Columbia Overview

The Activities Board at Columbia (ABC) is a part of Columbia's student government that is responsible for funding over 150 student groups here on campus. The ABC is one of five governing boards that operate with student council funding. ABC groups have a broad range of functions that include: pre-professional, academic, competition, cultural, special interest, performance, publication, media, performing arts and large scale events. The ABC is not responsible for any recognized group that falls under the following categories: political, religious, community service oriented, sports team, or fraternal organization. The ABC operates under the Office of Student Development and Activities, who provides advising and resources and manages all ABC accounts.

The ABC also serves the following purposes:

1. Represents and serves the interests of its groups;
2. Makes recommendations for recognition to Student Development and Activities;
3. Allocates initial funding and approves expenditures of those groups recognized;
4. Sets funding and policy guidelines for ABC-recognized organizations;
5. Empanels a Judiciary Committee to enforce above guidelines

Activities Board at Columbia Guidelines

STRUCTURE OF ABC

ABC-recognized groups have access to SDA resources including (but not limited to):

- Space and services in Lerner Hall (and other buildings) for club programming
- Use of a club mailbox in the Student Government Office (SGO) on Lerner 5
- Storage closets and other resources in the SGO
- An SDA account and funding (see below)
- Official use of the "Columbia" name

ABC-recognized student groups fall into three categories:

Category A (roughly 30% of current ABC groups)

May appeal for up to \$250 a semester.

All new groups are recognized as Category A until they apply for a category promotion.

Category B (roughly 70% of current ABC groups)

May submit a budget request in the spring.

May appeal for additional funds throughout the year without limitation.

Category C (introduced spring 2009)

May submit a budget request for an annual program or production once per academic year in either spring or fall semester. Differ from Category A groups in that their requests can be in excess of \$250. Examples include heritage months, theatrical productions, special events, etc.

DUAL RECOGNITION

Dually recognized groups (i.e. recognized by both Barnard's SGA and ABC) must have a membership consisting of at least one-half CC and/or SEAS and/or GS undergraduate students.

CATEGORY PROMOTION

A Category A group must have been recognized for at least two semesters before the board will consider a category promotion. A group seeking category promotion must demonstrate a need for ABC funding above \$250 per semester in order to move to Category B.

APPLYING FOR RECOGNITION

A group seeking ABC recognition must demonstrate promise for future sustainability (through membership numbers, events already held, etc.), a need for ABC funding and other resources that come with ABC recognition (noted above), and should not overlap with the mission of any existing ABC organization. ABC accepts applications during the fall and the spring (visit the website for deadlines). The New Group Recognition committee reviews all applications and invites candidates for interviews. The ABC board then votes on recommending organizations to SDA for recognition. Recommended groups meet with SDA staff to finalize recognition.

ABC Board Composition

***If you do not know who your club's ABC representative or SDA/OMA advisor is, please visit our website at www.cuactivitiesboard.org.

The ABC is composed of:

- 13 Representatives-at-Large
- Each representative is assigned 8-12 groups and should be the first line of contact and support for clubs.
- Groups should meet with their representatives to discuss questions and concerns before contacting the ABC executive board
- 4 ABC Executive Board Members
- Members include the President, Vice President, Treasurer, and Secretary
- The entire Executive Board may be reached at abc@columbia.edu
- 3 council liaisons (CCSC, ESC, GSSC)

SDA/OMA ADVISORS

In addition to signing off on all E-Forms, SDA/OMA advisors support groups with their programming ideas and event planning. All SDA/OMA advisors have office hours. Please see the SDA/OMA section in Fact Files for more information.

UNIVERSITY EVENT MANAGEMENT STAFF

To book rooms in Lerner and other campus spaces, clubs work with their SDA/OMA advisors for approval and then with the UEM staff, located on the 7th floor of Lerner Hall, to secure a space. Clubs can also book a space utilizing the Lerner Hall Event Management System (EMS) online at www.columbia.edu/cu/lernerhall. When utilizing the on-line system, the request is copied to the club's advisor for approval. Space is not guaranteed until a confirmation from UEM is received via email. Clubs may also request services through UEM, such as tech set-up, catering, or additional furniture in rooms. Please see the UEM section in Fact Files for more.

CLUB ACCOUNTS

Although the ABC representative and SDA/OMA advisor may advise clubs about the status of their

account, the club treasurer assumes final responsibility for the management and tracking of his/her club's account. SDA Financial Services will provide financial statements for all clubs in their mailboxes at the end of each month, which reflect expenses and revenue that were processed during that month. However, clubs should also be cautious in using this statement as an absolute guide since there are often pending transactions that are not reflected in the account statement.

As of 2009, the ABC instituted an on-line tracking system for Electronic Approval Forms (EAFs) and funds approved for spending by ABC representatives and advisors. More information on this system can be found at the ABC website: www.cuactivitiesboard.org. As a general rule of thumb, clubs are encouraged to compare their financial statements with the ABC's on-line system to track expenses and revenue accurately

ALLOCATION VS. REVENUE

A club's initial allocation, determined on a yearly basis, is derived from the Student Life Fee that all CC, SEAS, and GS students have to pay. For that reason, guidelines for the spending of allocation are somewhat stricter, in an attempt to ensure the most efficient distribution of those funds (for example, not allowing a club to throw weekly pizza parties). Appeals to ABC that are granted during the year are also considered a part of allocation. Any allocation that is not spent by the end of the school year is reclaimed by the ABC.

A club's revenue includes all money that is generated by a club (e.g. advertising revenue, ticket sales, or co-sponsorships from other organizations, etc.). That amount rolls over from year to year.

APPEALS

ABC clubs may appeal for extra funding for an event at any point during the school year. All appeals will be reviewed by the board on a case-by-case basis. The club must make a case explaining why they feel that funding beyond their current budget is necessary.

Important Forms

EVENT APPROVAL FORM (EAF)

Necessary for ANY expense over \$25.

Submit only ONE EAF per event (include all expenditures for one event in a single EAF).

EAFs are submitted online through our website at www.cuactivitiesboard.org and should be approved by your representative within 48 hours.

EAFs must be submitted before the event takes place.

E-FORM

Necessary in order to file ANY expense from your club account.

Must be signed by an SDA or OMA advisor after obtaining an approved EAF.

See below for forms that you might possibly need during your event planning. All of them can be accessed through your advisor.

TO PURCHASE ITEMS

Vendor List
NY Tax Exempt Form

REIMBURSEMENT FORMS

Travel & Business Expense Form
W-9 Form

SPACE/TECH REQUEST FORMS

Lerner EMS/Space Request Form
Tech Request Form
Furniture Request Form
Earl Hall Space Request Form
Special Events Service Request Form
Ticketing & Powerpoint Slide Request Form

EVENT DETAILS FORMS

Performer/Speaker Contract (work with advisor)
Audio Visual (Recording) Request Form
Alcohol Request Form
Cash Bag/Box Request Form

TRAVEL/TRIP FORMS

General Travel Trip Information Form
Day Trip (Individual) Form
Overnight Trip (Individual) Form
Car Rental Request Form

ABC Funding Guidelines

Below are some of our most common funding guidelines for money used from allocation (see above for allocation/revenue differentiation). Please read and review them and stick to them as much as possible when submitting EAFs, as we use these guidelines to judge your allocations.

For a complete list of our guidelines, please visit our website at <http://www.cuactivitiesboard.org/clubresources/guidelines.php>

PROGRAMMING

Programming should only take place during the school year. Summer or winter programming is granted on a case-by-case basis.

FOOD

Food distribution should not be the sole purpose of an event.

The maximum expenditure for food for a small-scale event (e.g. general body meetings, study breaks, etc.) is \$2/person.

The maximum expenditure for catered meals or sit-down dinners is \$5/person.

TRAVELING

The ABC will subsidize registration fees within reason.

At most 50% of all transportation and lodging expenses will be subsidized.

ABC will not pay for any food for traveling groups.

PUBLICATIONS

All publications should come out at least one week before the last day of the academic year.

All publications must pay for at least 1/4 of their total costs for putting out an issue.

All publications must publish at least one issue per year or they risk de-recognition.

DEBT

If a group's debt is less than or equal to one-third of the group's initial ABC allocation at the start of the year, then that group's initial allocation will be reduced by the entirety of the debt as the group's debt payment. If the debt is more than one-third of the group's ABC allocation, then that group's initial allocation will be reduced by an entire one-third and applied as the group's debt payment; the remaining debt will carry over to the following year.

TRANSFER PAYMENTS & CO-SPONSORSHIPS

No club should pay another club for services

Any co-sponsorship needs to be explained fully in the EAF and/or appeal. The following information must be included:

- (1) the group the co-sponsorship is going to, and
- (2) the exact details describing what the co-sponsorship will be used for.

The ABC will approve co-sponsorships on a case-by-case basis.

ALLOCATIONS

The growth of a group's allocation is not guaranteed, nor is the fulfillment of the year's planned programming an entitlement to an increase in budget. Allocations typically do not increase or decrease by more than 10% from year to year.

REIMBURSEMENTS

Reimbursements will only be made for events that have been approved via EAF PRIOR to the event. All reimbursements must be submitted within 30 days of the event.

Club Recharge

Club Recharge, formerly known as Basic Training, takes place at the beginning of each academic year and is an opportunity for your organization to gather information about all the things you need to know in order to have a successful and productive year.

During Club Recharge we provide you with information about event management, understanding the roles of your SDA, OMA, and OSGA advisors and ABC/SGB/IGB representatives, fiscal management, and understanding the governing boards and its policies and procedures.

It is highly recommended that presidents and treasurers of all ABC, IGB and SGB recognized student clubs and organizations have at least one executive board member present at Club Recharge. Not attending can result in your clubs' inability to spend money. It is also highly recommended that you bring an additional executive board member because they will attain very valuable information regarding the management of your organization's budget. Attending Club Recharge will result in your organization being well-equipped with the knowledge and skills needed to achieve organizational goals and make the most out of the school year while avoiding some unnecessary road blocks

Head Start: Fundamentals of Financial Management (formerly known as Treasurer's Training)

Head Start: Fundamentals of Financial Management is a workshop series designed to promote fiscal responsibility and management amongst the student organizations and leaders. The Student Affairs Central Business Office (SACBO) requires all group treasurers to undergo financial/treasurer's training. This training consists of an online general overview of university policies and procedures followed by a knowledge assessment, combined with a series of concentrated workshop focused on topics/areas relevant to student group activity. Through this training and workshop series, student leaders will become acquainted with the financial process, how to complete paperwork/forms in a timely and proper fashion, and how to budget and manage their accounts more effectively.

Leadership Evolution and Development (LEAD)

Leadership Evolution and Development consists of the collective offerings of leadership programs and initiatives through the Office of Student Development and Activities (SDA), the Office of Student Group Advising (OSGA), the Office of Residential Programs, and the Office of Multicultural Affairs (OMA), along with partners across the University. They provide leadership development opportunities, skill-honing workshops, and community building programs to students interested in cultivating their abilities and campus connections to fully discover their leadership potential. Students may choose from a large selection of the various tracks depending on their needs and interests: Emerging Leaders Track, Current Leaders Track, Constituency Leaders Track,

and Action and Engagement Track. For more information and important application deadlines, visit our website: www.studentaffairs.columbia.edu/sda/leadership/.

Emerging Leaders Program

Target Group: CC/SEAS First and Second-Year Students

The Emerging Leaders Program (ELP) is an interactive training program for first and second year undergraduate students. The goal is to create a personal development laboratory where participants can grow in their leadership competence through a range of modalities, such as individual reflection, group experiences, developmental tools and information resources. The ELP is designed to help aspiring leaders navigate the challenge of student leadership at Columbia and beyond. The program contributes to a lifelong pursuit of leadership development and accomplishment. For more information, visit www.emergingleaders.info.

ADVANCE!

Target Group: CC/SEAS Juniors and Seniors

ADVANCE! is a initiative through the Office of Student Development and Activities in partnership with other University offices, geared towards enhancing leadership development opportunities for 3rd and 4th year students. ADVANCE! is focused on extensively preparing students for leadership roles at the onset of their careers and civic involvement. ADVANCE! capitalizes on the leadership experiences students have cultivated as undergraduates in student organizations and student government, within their classrooms and residence halls, as athletes and interns, and as community volunteers, etc.

Students approach leadership development through diverse learning modalities that challenge them to transition leadership theory into practice. A particular feature of the program is matching participants with professional worksite placements throughout New York City. Students are given the opportunity to lead important projects with meaningful outcomes. This realistic experience, combined with peer support, creates a significant advantage for Columbia students generally unavailable to most others entering graduate school and/or the workforce. Our ADVANCE! graduates have a decisive edge over the competition through this integrated approach to leadership development. The intertwining of different aspects of the undergraduate experience – the educational, professional and social – creates the polished academic, capable of surviving and excelling in whatever leadership challenge they may come upon. For more information, visit www.advanceleadership.info.

Women's Ways of Leading Conference

Target Group: CC/SEAS/Barnard Women

The Women's Ways of Leading (WWL) Conference connects a diverse group of 50-75 students, faculty, administrators and alumnae of the Columbia community in an exploration of the triumphs and challenges facing women in leadership. As such, the conference seeks to assist women in developing their identities as leaders, explore the roles women play in the leadership of their communities and form networks of support for women in the Columbia University community.

Through large-group discussion, small-group brainstorming and self-reflective exercises, participants explore the purposes, practices and issues of women's leadership. The conference focuses on sharing personal experiences, identifying areas of concern and expressing needs, fears, frustrations, hopes, dreams. It also involves processing new insights, generating suggestions for ways to support/transform women's leadership, and preparing for the future. For more information, visit www.womenswaysofleading.info.

Student Retreats and Workshops

In addition to the programs listed above, Student Development & Activities, the Office of Student Group Advising and the Office of Multicultural Affairs offer the following student leadership retreats and workshops:

- CC/SEAS Student Government Retreat
- Activities Board at Columbia Leadership Retreat
- Student Governing Board Leadership Retreat
- Students of Color Leadership Retreat
- New Student Orientation Committee Retreat
- Intercultural House Retreat
- LGBTQ Leadership Retreat
- Interfaith Community Retreat
- United Students of Color Council Retreat
- Women's Ways of Leading Leadership Retreat
- Intercultural House Retreat
- National Coalition Building Institute, Inc.'s Welcoming Diversity Workshop

SDA, OSGA and OMA staff are available to help you plan, implement and facilitate a retreat for your club or organization. Retreats are beneficial to the development and success of your club. Common reasons for requesting a special retreat are the need to re-build the club's mission, philosophy, constitution, and focus, and to address and resolve extensive internal challenges or conflicts.

The following section will detail space reservation policies and procedures throughout the university. Please note that space reservation policies vary greatly depending on the space that you would like to reserve. Student organizations may only reserve spaces after 5pm during the week and anytime during the weekend unless otherwise specified. Any special requests must be approved by your organizational advisor.

The University Event Management staff in Lerner Hall oversees and coordinates event management policies on the Morningside campus. In addition, University Event Management is responsible for scheduling all space within Lerner Hall, Low Library, residence hall lounges, and all outdoor space on the Morningside campus. The Lerner Hall staff conducts periodic workshops on event management policies, University alcohol policies and procedures, and barbecue training. To arrange to participate in training, call the University Event Management Office at 212-854-5800 or e-mail lernerhall@columbia.edu. Visit www.columbia.edu/cu/lernerhall for more information.

Venue Managers

Campus locations where events are held generally fall under the responsibility of venue or site managers who oversee meeting/event locations for schools, departments, or administrative offices. Some examples of locations managed in this way are Lerner Hall, Faculty House, Miller Theatre, Earl Hall, St. Paul's Chapel, Kellogg Center, Low Library, and Philosophy Lounge. Venue managers are responsible for their spaces and determine or oversee the local policies or prerequisites for use of their spaces.

Event Sponsorship

The sponsor of an event must be a recognized University group or organization. The sponsor is the primary planner and contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, have a valid University account number or have approved access to a valid University account number and take fiscal responsibility for event costs. The sponsoring organization or group must be the sole source of event advertising and must have its name on all such advertising. For co-sponsored events, both groups and organizations must qualify as described above. Co-sponsorship of an event with those not affiliated with the University will be considered under the nonaffiliate policy (see Part II: Access to University Facilities by nonaffiliates). Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

Student Groups

Student groups or organizations should begin the process of event planning and space reservation through their respective student affairs offices. The organization's adviser must approve the space request for all Special Events (described below). Advisers must also approve requests for any Standard Events that may incur expenses such as Technical Services, University Proctors, Public Safety, etc. A University account number must be provided and approved by the adviser in anticipation of possible costs associated with the

event. Finally, student events are held primarily for the Columbia University community.

Event Classification

For purposes of determining necessary levels of planning and support, events are classified as Standard or Special Events. The classification of an event is dependent upon variables such as type of event (meeting, performance, exhibit, etc.), attendance projections, speakers or performers, level of advertising, and safety considerations. A space use request is completed to help identify the participants and sponsors of an event and to assist in determining the level of support necessary to hold the event. The request should be filed as early as possible. For Special Events, 10 business days' notice is required. The deadlines listed below are the latest times at which requests may be submitted. The adviser will send notification to the University Event Management Office at Lerner Hall at the time that the group or organization applies for space to hold a Special Event. The event level will be determined following the Event Review (described below).

Standard Events include events that do not meet the criteria for a Special Event. These events can include meetings and similar programs, performances, lectures, etc. Space Requests and all service requests must be completed and submitted no later than 10 business days before the requested date of the event. If the deadline specified by the facility/location that is being requested is more than 10 business days in advance of the proposed event, then that deadline will apply. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

Special Events include those events that meet the following criteria:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- presence of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers or guest.

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively.

For a Special Event, space and service application must be completed and submitted no later than 10 business days before the requested date of the event, and the Event Review must be completed at least 10 business days before the date of the event. Special consideration will be made for events that fall within the 10-business-day requirement.

Such consideration is made on a case-by-case basis and must be requested by the appropriate advising office. If the deadline specified by the facility/location that is being requested is more than 10 business days in advance of the proposed event, then that deadline will apply. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

Space Application Requirements

Applicants will be requested to fill in various sections of the application form depending upon the classification of their events. The sponsoring organization must provide all the requested information in a timely and accurate manner to the venue manager, and for student groups, to the appropriate school activities officer. Any changes in the details of the event that occur after the safety review is completed must be conveyed to the person who originally received the application. The venue manager or the sponsoring organization's school may cancel or withdraw approval for an event if agreements are not followed or safety and security conditions change after the Event Review is conducted.

Event Review

An Event Review may be requested by the sponsoring group's advising office or officers from the sponsoring group's school. Events that have any of the following criteria may necessitate an Event Review:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia's campus
- high attendance/capacity
- serving of alcohol
- potential for significant disruption
- security concerns on the part of the reorganized student group, advisers or guest.

An Event Review is required for all Special Events. This review is arranged by the appropriate advising office or officers from the sponsoring group's school and includes members of the University administration (University Event Management, Office of Communications and Public Affairs, Office of Public Safety, Office of the Provost, Facilities, etc.) that may be required to provide support for the event.

This process normally takes 5 business days and it must be completed 10 business days prior to the event. Special consideration will be made for events that fall within the 10-business-day requirement. Such consideration is made on a case-by-case basis and must be requested by the appropriate advising office. During the Event Review,

officers from the sponsoring group's school and other University officers will evaluate and determine the needs of the event. These requirements will be discussed with the sponsoring organization. All issues and arrangements must be resolved 5 business days in advance of the event.

Space Requests for Special Events must be competed and all information provided to the appropriate school officer and the venue manager 10 business days before the proposed date of the event in order for the review to be conducted. If agreement about safety and security arrangements for a Special Event cannot be reached by 5 business days before the proposed date of the event, approval for the event on that date may not be granted and all holds on the space may be released. Special consideration will be made for events that fall within the 10-business-day requirement. Such consideration is made on a case-by-case basis and must be requested by the appropriate advising office.

Guest Lists

Recognized student groups sponsoring a campus event may invite guests who are unaffiliated with the University to the event. The student group must compile a guest list of those individuals who have been invited to the event exclusively by the student group; the list will include a reasonable number of guests in accordance with the size of the event. The guest list must be submitted to the sponsoring group's advising office for review and approval no later than 2 business days before the event. Once the guest list is submitted, it is considered final and no additional names may be added. All persons named on the guest list must be known to the student group and specifically invited by the student group.

Speakers and performers may submit a limited guest list of individuals personally known to the speaker or performer. This list must be submitted to the sponsoring group's advising office for review and approval no later than 72 hours prior to the event.

The conduct of all guests is bound by University Rules and the student group may be held responsible for the behavior of their invited guests. The University reserves the right to manage the event in accordance with University Event Management policies.

Partisan Political Campaign Activities on Campus or at Campus Facilities

Because of its nonprofit status, the University is strictly prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. As a result, the use of the campus or campus facilities for partisan political campaign activities is strictly regulated.

Those planning, sponsoring, or hosting any event that may constitute a partisan political campaign activity must check with the General Counsel's Office. (Also, see: Policy on Partisan Political Activity.)

Insurance

If an event is income-producing for the sponsoring organization, or involves ticket sales to the general public, the University will determine if the sponsoring organization must purchase insurance to cover any claims or suits that could result from the conduct of the event and the level of insurance necessary. The cost of such insurance will be borne by the sponsoring organization. If an event is cosponsored with a nonaffiliated organization that will receive income from the event, the University will require that the nonaffiliated organization provide evidence of insurance for the event.

Advertising

Event advertising, both on and off campus, may not be done before copy is approved by the host venue manager and where relevant, the student activities adviser or appropriate dean. When an event requires admission by ticket, or if there is an attendance limit, all advertising must describe these requirements. If an event is sold out, the sponsoring organization must make a good faith effort to publicize that information. If admission requires an ID, copy must include which IDs will be accepted stating "Valid ID card from (insert names of invited schools or organizations) or Columbia University required for admission to event." The sponsoring organization must be the sole source of event advertising and its name must appear on all advertising. Advertising indicating that a Columbia University school or department is sponsoring the event must receive written consent of the appropriate University dean or designated school officer. University policies and state laws covering the distribution or sale of alcohol at an event will apply to all advertising copy. Please consult Policies on Alcohol and Drugs for additional information.

Noise Control

The City Noise Control Code addresses unreasonable noise, meaning any excessive or unusually loud sound that disturbs the peace, comfort, or repose of a reasonable person. During the planning of an event, potential sound levels, especially where amplified sound is involved, will be reviewed with the sponsors in order to address provisions of the code.

Occupancy Limits

Columbia University regulates occupancy limits on the number of persons who can be in a space during each event to ensure the safety of all in attendance. Ticket sales will be restricted to the appropriate capacity limit to ensure compliance

with established limits. Occupancy capacities for specific venues will be discussed and resolved as part of the space reservation/ event management process. The sponsoring organization is responsible for taking positive actions to ensure that occupancy limits are observed throughout the course of the event.

Fire Safety

All events must adhere to the University's Fire Safety Policy. An event can be interrupted or possibly canceled or terminated should fire safety violations exist. Event venues must have clearly identified fire exits and occupancy limits must be enforced. Should a fire alarm sound, house lights will be turned up, if necessary, and all participants will be instructed to leave the area or to respond as directed by fire safety or fire department personnel.

Alcohol Service

All events where alcohol will be served must comply with state laws and University policies applying to the sale and/or distribution of alcohol. Please consult Policies on Alcohol and Drugs for additional information.

Disability Services

During event planning, help with access needs for persons with disabilities can be obtained from the Office of Disability Services, eighth floor of Lerner Hall, 212-854-2388/2378 (Voice/ TDD). ACCESS/ COLUMBIA, an accessibility map outlining Columbia's Morningside campus buildings and facilities, is also available at Disability Services.

Commercial Filming, News, Documentaries, and Student Filming

Commercial films are defined as all feature films, commercials, still photography ads, and any other profit-making film/photography ventures. All production companies wishing to scout locations on campus are to be directed to University Event Management in Lerner Hall. They, in turn, will review the request, forward it to proper departments for approval, and, once approvals have been received, make appropriate arrangements. University Event Management must ensure that the Office of Communications and Public Affairs and General Counsel approve the premise/genre of the shoot; permission from the Building Manager and appropriate Deans have been procured; contracts have been signed; and insurance certificates are on file before final filming arrangements are made. Hourly rates are charged for all types of commercial work. The academic and event calendar may prohibit commercial filming during certain times of the year.

All news media, documentary, and film interview requests are handled through the Office of Communications and Public Affairs in 304 Low Library, 212-854-5573, which keeps University Event Management informed. The Office of Communications and Public Affairs advises whether approved requests should be handled as a nonchargeable or commercial venture.

Columbia film students interested in filming on campus must initiate a letter documenting all the particulars and reasons for filming and then forward it to the appropriate Venue/Building Manager or Dean for approval of space usage. The request letter and approval will then be forwarded to both University Event Management and the Office of Communications and Public Affairs so that proper parties can be notified. Columbia students are not charged for using University space.

Commercial film, hard news, documentaries, and student film requests can be refused for reasons of time constraints if made later than 10 business days prior to requested schedule.

SPECIAL POLICIES APPLICABLE TO OUTDOOR SPACE

Outdoor space is available between the first Monday following April 21 through the first Monday after October 21.

Outdoor space on the Morningside campus is reserved through University Event Management in Alfred Lerner Hall. This University's Event Management Policy governs access and use, and applies to all users of outdoor space including student, faculty, and administrative groups, seasonal programs, as well as community groups and neighborhood schools. Space Use Applications may be obtained from Lerner's seventh floor or printed from Lerner Hall's Web site at www.columbia.edu/cu/lernerhall.

Completed applications must be submitted to University Event Management in Lerner Hall. Deadlines for the application for outdoor space are the same as for indoor events. A Special Events Service Request Form, available from Lerner's seventh floor, must be used to request services such as tables, chairs, electrical support, clean-up, etc. Completed Service Requests must be returned to Columbia University Facilities Campus Operations in EB-66 Lerner Hall C Level no fewer than 10 business days before the event.

Amplification

Amplification will not be approved during time periods in which it may disrupt the workday, classes, or other events. Amplification is not approved during reading periods or exam periods. New York City noise codes prohibit amplification after 10 p.m. University policy prohibits excessive noise amplification during business hours, although exceptions for limited amplification may be made between 12 noon and 2 p.m. Amplification includes, but is not limited to, any speaker more powerful than a por-

table radio, professional sound equipment, novice sound equipment, and any single instrument with an amplifier.

Barbecues

Revson Plaza, Ancell Plaza, Low Plaza, Van Am Quad, Wien Courtyard, Pupin Courtyard, and the paved area between Butler Library and the Sundial are acceptable locations for barbecues if proper application and approval processes are followed. Barbecues can be held only in these approved locations.

Campus barbecues must adhere to New York City Fire Department code and University regulations. Student Group Barbecues require adviser approval, scheduling and service coordination with University Event Management and Facilities, and adherence to fire safety codes. Grills cannot be used indoors, on lawns, on building roofs, or at any other campus location. Grills must be kept at least 10 feet from any structure. Match-light coals are the only charcoal approved for use; lighter fluid and propane barbecues are not permitted. Grill kits must be ordered from ACE Rentals via UEM and Facilities. Coals must be fully extinguished and cool prior to disposal in a bag or coal bin. Disposal bags and coal bins are to be placed on hard-surfaced areas, not on the lawns.

A 2 ½-gallon pressurized water extinguisher, a 16-quart pail of water, or a charged water hose must be on site for each barbecue unit used. Student groups will be charged a discharge fee if the water extinguisher has been used and a fire report has not been submitted. To avoid this fee, the fire extinguisher must be returned either in sealed condition or, if used in the case of an actual fire, along with a fire report submitted to Public Safety. Additional guidelines may apply to barbecues depending on the specific location.

Balloons/Banners

Event organizer must make a request to University Event Management giving exact locations for display and the wording, if any, on items; University Event Management will confirm that there are no conflicts with events in surrounding locations being held on same date(s) and will put the event reservation into EMS. University Event Management must be advised of the request and approve before balloons/banners are placed on campus.

UEM will let Public Safety, Campus Operations (Grounds and Events Administration) know of the dates/times balloons and/or banners will be displayed so that no one removes them prematurely.

The requestor puts balloons around campus and then removes both the balloons and all string (usually on the same day, since they deflate during the night) or banners on walls as requested—using only tape that is removable and will not leave a residue; the banners will be removed each evening.

Note: Banners cannot be attached to any lawn posts/chains and/or lampposts.

The Grounds Department will charge the event organizer if they are required to remove any/all balloons, string, tape, or banners left after the event.

Chalking

The use of chalk on Morningside Campus lawns, pavers, and hardscapes is prohibited.

Candles

The use of candles on Morningside Campus lawns, pavers, and hardscapes is prohibited.

Pets

No pets are allowed on campus.

Field Use

Field Use must comply with the following guidelines:

- All fields are subject to unscheduled closure as a result of precipitation or flooding, puddling, unanticipated excessive wear, and/or emergency repairs. Fields will remain closed for 12 hours after rain occurs. When this happens, the event organizer is responsible for locating alternate venues.*
- Cleat shoes or participation in activities destructive to the ground is not permitted (e.g. football, rugby, soccer, and other contact sports).
- Pools, water games, and dunk tanks are not permitted on lawns; if use is approved, they are restricted to pavers, walkways, and plazas where a drain is in close proximity.
- Math Lawn is separated into two areas—ML North and ML South. Only one of the two fields can be reserved each day.
- With the exception of Commencement Week and Alumni Weekend, Furnald Lawn is restricted to passive use only (e.g. lounging).
- South Field is separated into two areas—SF East and SF West. With the exception of Commencement Week, only one of the two fields can be reserved each day. South Field use is governed by a flag system. Flags are located at the corners of the fields; a green flag permits walking, sitting, and sports such as throwing a ball or tossing a Frisbee; a red flag prohibits all access to the field on which the flag is located.
- To return lower campus to its pristine condition before the start of each fall semester, South Fields East and West, Furnald Lawn, and Hamilton Lawn are closed from the last week of July until the last week in August.

- Usage of fields must comply with associated signage: Hamilton and Furnald Lawns are used for quiet activities, while South Fields East and West are governed by a flag system. Van Am Quad Lawns are used for passive recreation only. Cleats are prohibited on all lawns.

* It is suggested that Pupin, Havemeyer, Revson, Ancel, Uris, Schermerhorn, Avery, Dodge, Kent, or Low Plazas be reserved as a backup to cover this occurrence.

Field Use Restoration Costs

Damages to lawns will be billed to the event organizer. These damages may force closure and cancellation of other future planned events.

Lawn/Paver Protocols

The following activities are not permitted on campus lawns or pavers:

- swinging/sitting on lawn posts/chains
- using a lawn for any purpose when it has been closed by ranged fencing or has a red flag posted
- organized sports on any lawn
- water guns, balloons, dunk tanks, and/or wading pools in close proximity or on any grass surface
- adhering bulletins and notices on flagpoles, lampposts, terrace/building walls, and lawn posts and chains
- using carriages, bikes, and strollers on lawns

Tenting, Furnishings, Games, Heaters, Etc.

- All tenting must be ordered through either University Event Management or the Outdoor Space Events Venue Manager (Columbia University Facilities Campus Operations' Grounds Manager.)
- Propane heaters brought on campus must follow NYC Fire Department guidelines.
- South Field, Weston II Lawn, and Hamilton Lawn are the lawns where tents may be erected. It is strongly suggested that groups requesting tented space consider hardscape sites (e.g., Low Plaza) for their tents. Costs to repair lawn areas beneath tents are often quite high when compared to a tented hardscape site.
- Tents may not be erected on College Walk Lawns, Van Am Quad Lawns, Math Lawn, Lewisohn Lawn, Earl Lawns, Uris Lawns, Buell/Philosophy Lawn, and Kent Lawn due to the irrigation system's close proximity to the lawn surface in these spaces.

- After tents, inflatables, and/or games with flooring are removed from a lawn, it will be closed for 7 days in order to allow ample time for lawn recovery.
- Tents on lawns may be up for no longer than 48 hours.
- Event decking is mandatory on pathways to, and beneath, all tented events.
- Tent flooring, stages, and risers can remain on lawns for no more than 24 hours.
- Inflatables are to be installed and dismantled on the same day as they are scheduled to be used. Inflatables are approved for use only for South Lawns with prior approval from University Event Management and Facilities. Event decking is required beneath all inflatables.
- Inflatables and games with flooring can remain on lawns for no more than 8 hours.
- Tents, stakes, spikes, posts, and sport nets must be installed with Grounds Staff supervision to protect the lawns' irrigation systems.
- Tables and chairs will be delivered/dropped off on walkways nearest lawns where an event is scheduled prior to setup and broken down and stored on the same walkway until picked up/removed.
- A representative of the sponsor of the event must be on site during installation of tents, games, and setup of tables and chairs to ensure proper placement.

Event planners are responsible for all material and labor necessary to return the reserved space to its original condition after lawn usage. Any requests requiring a tent to be enclosed on all four sides and/or heating will incur additional fees covering NYC Building and Work permits (approximately \$5,000).

Commercial Vendors and Nonaffiliates

Commercial vendors and nonaffiliates are prohibited on campus grounds unless sponsored by a recognized student organization or a University department or office. In order to obtain space approval, there must be a strong nexus between the vendor's theme and the student organization or University department/office wishing to hold the event at the University and the educational and research mission of the University or its standing as a member of the community. A representative of the sponsor must be present at all times during setup and the event itself. Commercial vendor and nonaffiliate events that are more extensive than simple tabling will be required to obtain insurance coverage appropriate to the nature of the event.

LERNER HALL

You can reserve space in Lerner Hall through the Office of University Event Management online at their website at: www.columbia.edu/cu/lernerhall/index.html

Process for Student Groups

Student Groups should begin the process of event planning and space reservation through their School's Student Affairs Office. The group's advisor must approve the space request for all events. Advisors must also approve requests for any added services that may incur expenses such as Technical Services, University Proctors, Public Safety, etc. A University account number must be provided and approved by the advisor in anticipation of possible costs associated with the event. Finally, student events are held primarily for the Columbia University community.

Your reservation confirmation will have notes attached such as technical/services request, ticketing required, etc. These action items must be completed within the timelines provided. Any details omitted might result in your organization losing its reservation.

For all reservations listed as a "special event," it means that your organization will need to attend an Event Review with your Student Affairs Advisor and all stake-holding University offices. Ask your advisor for more information on this process. Additionally, your organization needs to provide critical information to University Event Management (7th floor) at least 10 days prior to your event. If these details are not provided, your organization will lose its hold on the space.

Student organizations are responsible for all published University Event Management policies posted on their website and in FACETS.

Pre-calendaring Lerner Hall Space

Pre-calendaring is simply letting the Lerner Hall Office know of your student group's intention to hold an event and to allow an early reservation of a desired space.

Each semester, organizations may request space for special events and weekly meetings for the following semester through pre-calendaring. Lerner Hall's Event Management Office will announce the pre-calendaring steps and deadlines midway through each semester. Your undergraduate organization's advisor or graduate school's student affairs officer must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event.

The staff will review each request and allocate space based on availability and feasibility. Other considerations include date and time, policies governing the requested space, importance or relevance of your event to that date and the order in which requests were received. Once your request is evaluated, a space and time will be reserved and a confirmation issued.

Because of the demand for space the Sub-Committee on Programming and Scheduling has established certain limits for pre-calendaring including: One rehearsal/meeting per week, performances are limited to two performance days per event and one technical rehearsal.

Advanced Scheduling

Events, under certain circumstances, may be scheduled more than one semester ahead. In order to qualify, the event must meet one or more of the following requirements: The event must be scheduled in advance with a non-Columbia organization. The event requires that hotel and travel arrangements be made for numerous attendees from outside the New York area. The event features a speaker/performer with whom arrangements must be made far in advance. If your student group feels that their event qualifies then submit, in addition to the standard "Space Request Form", a letter that explains why their event must be scheduled more than a semester in advance. Any documentation that supports the letter should also be attached. The Advanced Calendaring Committee will review all requests for advanced scheduling.

Please see your Student Affairs Advisor for more information on this process.

Subcommittee on Programming and Scheduling

Because Lerner Hall is a popular location for many events, it is important that there are fair guidelines governing access to Lerner. With this in mind, an advisory committee comprised of students, faculty and administrators has been formed to review building, scheduling and program policies. This committee also reviews the suspension of rental privileges and appeals concerning scheduling decisions. Please see your Student Affairs Advisor if you need more information on this committee or wish to be in contact with them.

Space-Use Fees

For recognized student groups, there is no room fee during the academic year for basic use of Lerner Hall space. However, if you have an elaborate space setup or need to use audio-visual equipment, charges are applicable. In the case of co-sponsorship, both organizations must be eligible for a room-fee waiver. In addition, one organization may not secure space for other organizations or parties. The Lerner Event Management Office will evaluate and determine if the fee waiver applies. Groups that are associated with academic courses do not qualify for fee waiver. Groups that have any outstanding debts cannot reserve space or equipment in Lerner.

Technical Fees

Lerner Hall has a full-time Manager of Technical Services who is available to assist groups and individuals in fulfilling technical needs of an event. Lerner is equipped with a large inventory of theatrical equipment, in addition to advanced audio-visual equipment (see Lerner Tech section). A complete list of equipment can be found on the Technical Services Request form in the Lerner Hall Office, or on the website www.columbia.edu/cu/lernerhall. You may call 212-854-5800 for fees.

Appeals Process

If an event sponsor receives a bill or letter notifying them of additional charges and they have any disagreements, they must respond to the University Event Management within 30 days. If the conflict is not resolved the appeal will be forwarded to the Executive Director of University Event Management for resolution. If the charge remains on your organization's account in the fall, you may not be allowed to schedule space until the charge has been paid.

Cancellation of Reservations by Recognized Student Organizations

In an effort to use Lerner Hall more effectively and to its fullest capacity we request that you contact University Event Management if you are not able to use your reserved space. Out of consideration for other groups who might want to use the space, we ask for one week's notice for events such as rehearsals, meetings, movie nights, study breaks, etc. We ask for two weeks' notice for events such as parties, culture nights, performances, etc.

Cancellations for reasons other than those outside of an organization's control will affect a group's future reservations. Lerner will give an organization two chances before reservation privileges will be affected. Both the first and the second time an organization does not show up for a scheduled event space and does not notify us they will receive a warning. Upon the third incident of not using the space, and not giving us prior notification they will lose the privilege of reserving space in Lerner Hall, classrooms, and lounges for a period of 14 academic weeks. Any disagreements or discrepancies can be appealed to Lerner's Event Management Office.

Cancellations may be placed by e-mail to lernerhall@columbia.edu or in person at Lerner's University Event Management Office on the 7th floor.

Academic Classroom And Outdoor Space

We encourage you to work closely with your advisor in planning your events. Your advisor can serve as an important resource and support person, thus making it less likely that you will need to cancel an event due to poor planning or last-minute snags.

The Office of University Event Management oversees booking of most academic classroom and outdoor spaces available to student organizations. You can place reservations for these spaces online at their website at: www.columbia.edu/cu/lernerhall/index.html.

Student groups or organizations should begin the process of event planning and space reservation through their respective student-affairs offices. Your undergraduate organization's advisor must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event. Finally, the event must be held primarily for the Columbia University community. Upon approval by your advisor/officer, your application is forwarded to the University Event Management for scheduling.

Your reservation confirmation will have notes attached such as technical/services request, ticketing required, etc. These action items must be completed within the timelines provided. Any details omitted might result in your organization losing its reservation.

Your Student Affairs Advisor will assess if your organization will need to attend an Event Review with Advisor and all stake holding University offices. Ask your advisor for more information on this process. Additionally, your organization needs to provide critical information to University Event Management (7th floor) at least 10 days prior to your event. If these details are not provided, your organization will lose its hold on the space.

Student organizations are responsible for all published University Event Management policies posted on their website and in FACETS.

EMS Log-ins

Did you know that student groups can request access to the online Event Management System (EMS) from University Event Management, which will show the availability of outdoor and Lerner spaces.

Send Email to lernerhall@columbia.edu.

did you know?

Residential Building Lounge Usage by Recognized Undergraduate Student Groups

Lounges in the residence halls are provided primarily for building residents and their guests. Intended usage is primarily for the residents of that building as shared, communal space. Use of the lounges by any group is at the discretion of the Assistant Dean/Director of Residential Programs and the Executive Director of Housing. The Office of Residential Programs may host community-wide events in the building lounges.

Reservations can be submitted via the University Event Management's website at:
www.columbia.edu/cu/lernerhall/

Residence Hall Building Lounge Policies

Usage Policy:

Undergraduate councils and student groups recognized on the Morningside Campus (ABC, CI, Club Sports, IGC, MGC, and SGB) may reserve only the following building lounges upon organizational advisor approval:

Broadway: 14th Floor, West
Carman: Lower Level
Furnald: Lobby
John Jay: 1st Floor Lounge
Schapiro: 1st Floor Lounge
Wallach: 1st Floor Lounge
Wien: 1st Floor Lounge

These lounges are only reservable by undergraduate student groups noted above during times listed below*. The reservable hours are in sync with the quiet hours in the residence halls.

Thursday 9 am-11 pm
Friday 9 am- Saturday 1 am
Saturday 9 am-Sunday 1 am
Sunday 9 am- 11 pm

*Broadway 14th Floor, West is additionally reservable Monday, Tuesday, and Wednesday from 9 am- 11 pm.

The lounge on the 1st floor of Broadway is intended as programming space for Residential Programs and the staff of Residential Programs. All other lounges in the residence halls are not reservable by undergraduate student groups. This includes the main lounges in East Campus, Hartley, McBain, River, Ruggles, Watt, Woodbridge, and 47 Claremont. It also includes the study lounge on the 14th floor of Broadway. Additionally, it includes libraries, computer labs, floor lounges, study rooms, and any residence hall spaces other than the lounges not explicitly listed as available for reservation.

Admittance Policy

Residence Hall lounges are only for undergraduate student groups recognized on the Morningside Campus (ABC, CI, Club Sports, IGC, MGC, SGB).

Swipe Access is limited to CC/SEAS ID holders.

Guests

All guests or non-CC/SEAS ID holders must be placed on an approved guest list. Guests on the list will need to sign-in and leave a photo ID with the Guard at the residence hall front desk.

Guest list must be submitted to the organization advisor a minimum of 48 hours in advance. Once this list is approved by the advisor, the list will be passed along to University Event Management and Public Safety. The event organizer must bring the approved confirmation and guest list to the Guard at the front desk prior to the start of the event.

General Policies

Residence Hall Lounges are not available for Pre-Calendaring. Requests can only be submitted after the first day of class in a given semester.

Recognized undergraduate student groups are not charged for use of the lounges.

Groups must leave the lounge in the condition it was upon entering.

Events with food are permitted in the residence hall building lounges.

Group is responsible for clean-up. Group may be charged for any cost associated with extraordinary clean up.

Events with alcohol are not permitted in the residence hall lounges.

Groups should reserve building lounges 7-10 days in advance. If a building lounge is needed for same day reservation, the event organizer should go in person to the University Event Management Office in Lerner Hall, 7th floor.

Retreats, concerts, performances requiring minimal set-up, and one-time events open to the residential community are ideal to host in the residence halls. Weekly meetings and rehearsals are also permitted.

Set-Up: Groups may wish to visit a lounge prior to requesting it for an event. In general, set-up is as is. For tables, chairs, and special set-ups, groups must contact Facilities Services directly at 854-8607. For events requiring A/V set-up, groups must contact Campus A/V directly at 854-4175. Events requiring set-ups may not be possible.

If "day of" assistance is needed for your event in the residence halls, contact the Hospitality Desk at 854-2779.

Amenities in/Hindrances to Building Lounges
Broadway 14th Floor, West (capacity 75). Air conditioning; kitchen on floor. Private space.
Carman Lounge (capacity 100): Air Conditioning; Media Wall; Kitchen Area; Large pillars in room which may impact set-up. Students may enter this lounge to gain access to laundry facilities. No event can be fully private.

Furnald Main Lounge (capacity 75). Air conditioning; stand-up piano. The Security Guard desk is located in this lounge. As the main entrance to Furnald, no event can be fully private.

reserving space (cont'd)

residential lounges

John Jay 1st Floor Lounge (capacity 124). Air conditioning; grand piano; connects with Kings Table (Dining Services) via two sliding doors; large pillars in room which may impact set-up. Private space.

Schapiro 1st Floor Lounge (capacity 75). Air conditioning. Private space.

Wallach 1st Floor Lounge (capacity 75). Piano; 4 large pillars in room which may impact set-up. Private space.

Wien 1st Floor Lounge (capacity 100). Piano; balcony space in lounge- upper level includes building computer room, laundry, and kitchen area. Wien Residents who live on 2nd floor must enter and exit through balcony level. Lounge is utilized to gain access into Facilities Office space. No event can be fully private.

EARL HALL AND ST. PAUL'S CHAPEL

The Office of the University Chaplain oversees the Earl Hall Center and the historic St. Paul's Chapel. There are many useful spaces in these two buildings for student organizational programming.

Student organizations can reserve space in Earl Hall and St. Paul's Chapel online at:

wwwb.ais.columbia.edu/lerner/EarlHallSpaceRequest.jsp

Student groups or organizations should begin the process of event planning and space reservation through their respective Student Affairs offices. Your undergraduate organization's advisor must approve the space request and a University account number must be provided and approved by the advisor/officer in anticipation of possible costs associated with the event. Finally, the event must be held primarily for the Columbia University community. Upon approval by your advisor/officer, your application is forwarded to the Office of the University Chaplain for scheduling.

Your reservation confirmation will have notes attached such as technical/services request, ticketing required, etc. These action items must be completed within the timelines provided. Any details omitted might result in your organization losing its reservation.

For all reservations listed as a "special event" it means that your organization will need to attend an Event Review with your Student Affairs Advisor and all stake holding University offices. Ask your advisor for more information on this process.

Student organizations are responsible for all published Office of the University Chaplain policies posted on their website and in FACETS.

Earl Hall Center Policies and Procedures for Space Application and Usage

If you are not a recognized student group (SGB, ABC, CI, SGA, GS, IGB or UCM), or if you need special arrangements, you will need permission from the Office of the University Chaplain.

All space requests must be approved by your Group Advisor via email before the event will be considered for approval by Earl Hall.

All space is reserved on an "as is" basis. Each room must be left clean with the furniture arranged accordingly. Chairs must be put back exactly in the format they were in.

No group may move the piano, chairs or the Peace Altar in the Chapel Nave. Groups will be fined \$100 for unauthorized movement. Additional charges may be incurred for any damages caused by unauthorized movement or misuse of these items.

Groups may occupy the designated space only during the specified hours. All set up, the event itself and the required clean up time must take place within these hours. Groups must vacate their space at the time specified by this request.

Any group that does not use space at the time it was reserved on two consecutive occasions will

be removed from the calendar for the remainder of the semester. This policy will be strictly enforced.

Earl Hall and St. Paul's Chapel are multi-function spaces, so excessive noise and congregating in public areas is not allowed.

Trading your room reservation with another group is prohibited. If it is determined that this has been done without the express permission of Earl Hall Center staff, your reservation will be cancelled for the remainder of the semester.

Earl Hall will make every effort to accommodate all groups. However, we reserve the right to deny, cancel, or modify a request.

Earl Hall reserves the right to cancel an event, which violates University and Earl Hall policies, prior to or during the event.

All groups must respect and abide by all University rules, especially the Alcohol, Drug, and Smoking Policy as stated in FACETS.

No one can deface or damage the building in any way. There can be no pinning, taping, stapling or otherwise affixing decorations, signs, balloons, etc., to the walls, doors, floors, and woodwork anywhere in Earl Hall or St. Paul's Chapel (with the Art Gallery shows being an exception).

Fines of \$25 will be charged to any group violating the above policy, and fines of \$100 will be charged to any group taping or affixing object to the hand-lift railings.

Any willful group misrepresentation, with respect to group sponsorship, consumption of alcohol, attendance, serving food, charging admission, etc., will result in cancellation of the event or its immediate termination by University Security and cancellation of any upcoming events. No future requests will be considered.

The third floor landing of Earl Hall must be kept clear at all times. No tables, chairs, coat racks, etc., may be moved out into this area. Failure to comply with this rule will result in the immediate cancellation of your event. Earl Hall and St. Paul's Chapel are not rehearsal venues except for participants in the Music at St. Paul's Program and (with stringent limits) the Music Performance Program. No rehearsal time is allotted for Arts at Earl performances. When attendance in the Earl Hall Auditorium is expected to reach 175, one Public Safety Officer is required, with exception to Arts at Earl performances. Additional Officers may be required depending on the event.

The Earl Hall Center has no storage space. Tables and other deliveries must be scheduled to arrive during the time reserved for the group events. Deliveries should come during the contracted reserved time, not on the day of reservation. We may have several events taking place on any given day.

We assume no responsibility or liability for deliveries or personal property.

Groups serving food in any of our rooms will have to fill out and submit a Facilities Management Special Events Service Request Form so that a sexton can be on duty. If we are not informed that food is being served prior to the day of the event, your group will be assessed a minimum charge of \$168.00. The clean-up fees can go up to \$1000.00 and are determined by the Office of Facilities Management.

We do not allow student events where alcohol will be served. Any group handling cash will require a Public Safety Officer. Department of Public Safety determines security fees.

When reserving space, please indicate ahead of time if any disabled guest(s) will be attending the event. Please be aware that the lower level of the Chapel, including the restrooms, are not disability accessible.

INTERCULTURAL RESOURCE CENTER (IRC)

The IRC is devoted to promoting a just society and exploring issues of interculturalism and diversity within and beyond the Columbia University community. The IRC provides a forum for education and social exchange that encourages self-discovery and a greater awareness and appreciation of cultural history within and between communities on campus. We endeavor to empower students, faculty and staff with the tools to be able to successfully navigate their environments and thus be able to positively impact the community at large.

The Center, a five-story brownstone, has numerous resources. Among these are meeting spaces and a library that contains periodicals, newspapers, books, videotapes, DVDs, and journals, which reflect the rich knowledge and history of underrepresented people throughout the world. The IRC is home to the Intercultural House (ICH), a unique residential setting that offers students the opportunity to learn more about diverse cultures in a supportive living environment. Some of the various IRC-sponsored activities include art exhibits, poetry readings, discussion groups and film screenings.

Reservation Policies and Procedures

The Intercultural Resource Center, part of the CC/SEAS Office of Multicultural Affairs, is designed to provide a forum for educational and social exchange that encourages self-discovery and a greater awareness and appreciation of cultural history within and between communities on campus.

The IRC has available meeting/programming space on the second floor for the Columbia community. When available, any University-related group may use the space for an approved event, with preference given to events related to Columbia College / the School of Engineering and Applied Science and their students.

Capacity

The second floor space holds approximately 40 people for a standing reception and 25-30 people in row seating.

Hours

The hours available for events are from 9:00am to 11:00pm, Monday through Friday. Weekend use of the IRC is not permitted except by special request.

Reservation procedures

Reservations can be made only with a fully completed form. The reservation form may be submitted electronically online at www.studentaffairs.columbia.edu/multicultural/irc/reserving/ or by E-mail to mee2009@columbia.edu, dropped off at the Intercultural Resource Center, or faxed to 212-854-9801.

The reservation form must be completed at least one week before the event.

An email will be sent to the contact person designated on the form as confirmation of your reservation.

Earl Hall and St. Paul' Chapel

Did you know that space in the Earl Hall Center and St. Paul's Chapel can only be reserved directly from the Office of the University Chaplain?

did you know?

Food

Orders for catering are to be handled by the individual booking the event. NO FOOD MAY BE LEFT IN LOUNGE AFTER EVENT. Please make sure someone is available to sign for food delivery prior to event. No one in the building will sign for delivery.

Clean Up

All refuse must be removed, and the lounge cleaned directly following your event. The individual responsible for the event must make sure that tables are wiped clean, and trash is placed in receptacles. Cleaning materials will be available.

Furniture

If furniture is moved to accommodate your event you must return all furniture to its original location. If used, stackable chairs and additional folding tables are to be returned to the closet.

Services

To arrange special set-ups, please fill out the "Set-up" section on the reservation form. A copy of your approved request will be forwarded to the assigned IRC staff for set-up.

Folding chairs, extra tables, etc., must be noted on the reservation form.

A television and DVD player are available for use.

Microphones, speakers and other audio/visual equipment can be rented through Columbia's Audio-Visual Department, www.columbia.edu/cu/as/i2.html.

Charges

Events sponsored by Columbia University groups are free of room charges (excluding charges noted below).

Charges for the use of the space by non-Columbia University groups (if approved) will be determined by the Office of Multicultural Affairs.

Your group is responsible for any equipment/media rental charges (see "Services" above).

The sponsoring group is responsible for leaving the area in good order. Any extraordinary charges necessitated by cleaning up or repair after an event will be billed to the sponsoring group.

General remarks

For the safety and security of our residents, please do not prop open the front door. The front door is to remain locked at all times, and it is the responsibility of the sponsoring group to admit its members/program participants to the house.

Please keep noise down to respectful levels for our residents.

Be sure to inspect the room before your event begins. If any damage is noted, please notify the IRC staff person on duty at once and request that the damage and time be officially noted. If any damage occurs to the room, your organization is responsible for the cost of the repairs.

Nothing is to be tacked or nailed to the walls, including signs, posters or decorations.

No smoking is permitted in the Intercultural Resource Center.

For more information, contact us at 212-854-7461 or irc@columbia.edu.

IRC

Did you know the Intercultural Resource Center has a beautiful conference room and a lush backyard that can be utilized for student organizational events?

did you know?

KRAFT CENTER FOR JEWISH LIFE

Space Usage Policy

The Kraft Center for Jewish Student Life is the home of Columbia/Barnard Hillel – the largest student group on campus. The primary purpose of the Kraft Center is to provide a setting for Jewish student activity. To the extent possible, the Kraft Center and Hillel also seek to provide a welcoming context for campus community events provided such events will not impede on the ongoing program of Columbia/Barnard Hillel.

Consequently, it is possible for all recognized student groups to request use of space in the Kraft Center. However, groups are encouraged to look for space in Lerner and Earl Hall, before requesting space at the Kraft Center. Such group requests will be considered only if the other appropriate building is unavailable. All groups apply for space through their respective advisors who will contact the Kraft Center as needed (contact Hillel's senior director of programming, Karen Plotkin at karen@hillel.columbia.edu.

Room Request Process/Pragmatics

On the Sabbath and Jewish holidays (which both begin at sundown the evening before), space requests will be limited to Columbia/Barnard Hillel groups.

The building will not be used for academic classes but for extra- and co-curricular activities.

The building and terrace are non-smoking areas.

Multipurpose rooms that can be requested are: Room 400 – can hold up to 35 students, flexible seating and tables. Room 403 – carpeted, holds up to 15 students, flexible seating and tables. Room 404 – holds up to 22 students, fixed table.

5th floor auditorium – carpeted, can hold up to 150 students (lecture style), flexible seating, and movie screen available.

Rennert Hall – wooden dance floor, baby grand piano, flexible seating, can hold up to 325 students (lecture style)

3rd floor terrace - can be booked but only for events that end by 8:30pm, holds up to 75 students.

Calendar Process

1. The Kraft Center does not have a pre-calendar process for non-Columbia/Barnard Hillel groups.
2. Anyone wishing to use a Kraft Center room needs to first have their advisor contact Hillel's senior director of programming, Karen Plotkin (karen@hillel.columbia.edu) to notify her of the request. Then the student needs to submit a room request form on paper at the Hillel Office (3rd floor of the Kraft Center) Monday – Thursday 9:00 – 5:00 pm, Friday 9:00 am – 1:00 pm.
3. During the semester, we plan to give requestors an answer within 3 business days. Email confirmations will be sent to the requestor.
4. Events will be booked on a first come, first served basis, consistent with the overall calendar approach.
5. A confirmation guarantees that the event will be held in the Kraft Center. However, specific room assignments may be changed depending on

Columbia/ Barnard Hillel needs. Every effort will be made to minimize such changes.

6. All bookable rooms are multipurpose and food can be served in any of them (provided clean up policies are upheld). For more info re: food and cleanup policies please be in direct contact with Karen Plotkin (karen@hillel.columbia.edu), Hillel's senior director of programming.

Fees

Recognized student groups will not be charged a room usage fee provided there is no cost to the Kraft Center above normal operations. However, if a group needs equipment not owned by the Kraft Center or needs additional maintenance, a/v or security staff, they would be charged the exact cost incurred by the Kraft Center.

Set Up Logistics

1. Maintenance staff can potentially set up rooms in the late afternoon for evening events. Accordingly, the first group to use a room on any weeknight evening will have the room set up. Subsequent groups may have to reset the room themselves depending on the usage.
2. Groups must submit their specific set up requests at least 3 working days before the event to be eligible to have the room set up for them.
3. Groups are responsible for basic clean up in the room after the event is complete. This means returning the room to its normal manner (i.e. if any furniture was moved) and bagging and tying all garbage. The sealed garbage bags may be left in the room if that room will not be used later that night. All leftover food must be removed from the room and properly stored. Any books and materials used must also be returned to their normal storage places.

Any group that does not properly clean up the room will be charged at least \$25.

Miscellaneous

Any decisions called for by the above policies will be made by Columbia/Barnard Hillel - Kraft Center staff. If these decisions prove to be extensive/controversial, or the charges significant, appropriate student leaders will be consulted.

As mentioned, the policy for other religious groups and individuals coming in with programs will depend on availability and appropriateness of the event with the Kraft Center facility.

5TH FLOOR STUDENT GROUP RESOURCE AREA

Common Areas

The Student Group Resource Area has informal chill-out/meeting areas for students to network, study, relax, and/or take a break in, etc. Students will find a "free-play" jukebox as well as a soda vending machine nearby. The student government office is also located in this area, providing a great opportunity to connect with other student leaders and representatives within a relaxed atmosphere. Users of the common areas are asked to be mindful of the work of others that may be going on at the time. As it is a communal area, all are expected to respect the space and each other and strive to keep it clean and orderly. Complaints about students or clubs/organizations should be directed to the SGO Manager at sgo@columbia.edu.

Beauty and Order Policy

As the Student Group Resource Area is a communal space, all users have an obligation to contribute to the maintenance and upkeep of the area. Please observe the following practices and rules:

Please place all refuse in designated trash receptacles located throughout the area.

Please keep all public area chairs in the public areas.

Groups who have reserved space in the common areas are required to leave the space in an orderly condition after its use. This means returning the meeting room, the desktop publishing spaces, etc. to their original condition. Groups who fail to do so are subject to a maintenance fee charged to their club accounts.

SDA and OSGA are not responsible for items left unattended in the public areas, which may be discarded.

Obtaining Access to Assigned Resources (For ABC Groups and Student Governance Executive Groups)

Access to assigned resources is granted for the course of one full school year, normally running from the first day of classes until the last day of classes. Special requests can be made to extend occupancy during the summer session. The Manager of Leadership Programs reviews these requests on a case-by-case basis. In March-April of each year, an application process is opened up for all eligible groups. Those groups already assigned resources must also re-apply. An application review committee comprised of officers of the student government, the SGO manager, and the Manager of Leadership Programs, make recommendations to the SDA Executive Director for all allocations for the lease period. The Office of Student Development and Activities (SDA) notifies applicants about the outcome of the allocation process and provides the necessary follow through information (i.e., resource assignments and usage policy, etc.). The application review committee determines resource designations based on applicant's expressed need vs. competing needs, organizational record and impact on the campus community at large, and rationale for use of the space. Re-applying groups are evaluated based

on continuing and competing need, impact on the campus community, past use of the space and "good neighbor standing" or assessed impacts on the 5th floor.

Obtaining Keys for ABC Organizations, SGB Organizations, And Student Government/Governing Boards, NSOP & CUE

All holders of assigned resources will be given a set of keys when applicable. All key holders must be registered with the Manager of Leadership Programs with an accompanying organizational account number. This information is captured on the "Key Contract," which is destroyed when keys are returned. All office keys must be turned in by the end of the academic year to the Manager of Leadership Programs unless arrangements have been made for summer use of the assigned resource. Groups who fail to return office keys will have a charge placed on their organizational accounts for a lock change and for replacement copies of the resource key. For those groups that share resource space, charges will be assessed according to which group failed to return office keys at the required time.

Procedure For Taking Possession Of Assigned Resource Space 2008-09

Those clubs and organizations receiving assigned storage space during the academic year may take possession of the assigned resource beginning the first week of classes unless otherwise specified.

To do so:

Clubs and organizations must contact the SGO manager at sgo@columbia.edu. The SGO manager will follow up to schedule an appointment wherein a resource condition report will be made and additional information about the space use will be reviewed.

All groups must provide up-to-date contact information including the name of one primary contact for the group who will accept responsibility for keys and resolving any issues related to use of the resource. This person should also provide campus and off-campus addresses, email and phone contact information. Additional office keys can be requested and will be charged to the student group's account. All key holders must register their contact information with SDA.

Each year all groups must complete an exit inspection to assess any damages and remove their belongings from the 5th floor premises within a week of the end of the academic year. All office keys in the group's possession must also be returned at that time. Groups that fail to complete an exit inspection may have charges made to their club account en-abstentia and their belongings removed and discarded at the group's expense. Additional charges will be billed to the groups account if locks and/or keys have to be replaced. Groups denied access to assigned resources are allowed to re-apply during the next round of applications.

First Time Assigned Space Holders

First time assigned space holders can take possession of their assigned space a full week following the beginning of the academic year. Keys will be distributed by appointment unless other arrangements have been made. Please contact the SGO Manager at sgo@columbia.edu to coordinate.

Assigned Resources

STUDENT GROUP DESK TOP PUBLICATIONS WORK STATIONS

The Student Group Resource Area Desktop Publishing Room and Workstations are locked, communal areas created to support the publication and lay-out work of ABC and SGB recognized student organizations. The rooms contain lockable workstations, layout tables, storage cabinets and work chairs. Each workstation contains storage for a computer monitor and processor, file drawers, as well as space to store equipment, supplies and other items and a chair. There are a total of six workstations. Eligible groups can apply for a workstation each year during the Student Group Resource Area application process towards the end of the spring semester. The term for all assigned space is one full academic year. Groups are responsible for supplying their own computer sys-

tem, software and any additional supplies needed for the production of publications.

THE STUDENT GROUP LIBRARY/ARCHIVES ROOM (510 LERNER HALL)

The Student Group Library/Archives Room is a key-accessed non-climate controlled room available for ABC-recognized student groups. The space is provided to help groups maintain group collections and archives. Included in the room are 8 (6-rows) non-secured bookcases as well as two secured book closets containing 5 rows of shelving per closet.

Eligible groups can apply for library storage each year during the Student Group Resource Area application process towards the end of the spring semester. The term for all assigned shelving is one full academic year. Groups granted space would be responsible for managing the growth and maintenance of their collections each year. As this is a fixed space, which is not likely to increase in size, access will be granted and renewed annually on a competitive basis. All groups must re-apply for their library space each year and will be subject to re-adjustments on granted space based on demand and need.

THE STUDENT GROUP FILE AND CABINET SYSTEM (510 LERNER HALL)

The Student Group File and Storage Cabinet system is a bank of file drawers and storage cabinets in various configurations located in 510W Lerner. Each file set and cabinet configuration comes equipped with individual locks to secure items. All ABC and SGB recognized groups are eligible to apply for one or more of a combination of cabinets and drawers as needs dictate. Groups can use the file system to store organizational records and the cabinets to store small non-perishable, non-flammable items that need to be accessed on a recurrent basis. The storage systems should be used as a resource to facilitate group business and is not to be used for storage of personal items unrelated to organizational function.

The Student Group File and Storage Cabinet System is comprised of the following:

- 30 locked file drawers (in sets of 2 and 3 drawers)
- 13 overhead individually locked storage cabinets
- 4 large-sized, storage cabinets containing file drawers and adjustable shelves
- 4 mid-sized combo-systems (mini storage closet/file drawers)

Eligible groups can apply for file/cabinet storage in the spring, during the Student Group Resource Area application period (March-April). The term for all assigned file and/or cabinets is one full academic year (September to May). Groups granted spaces are responsible for managing the growth and maintenance of their records and/or possessions each year. As this is a fixed space, which is not likely to increase in size, access is granted and renewed annually on a competitive basis. All groups must re-apply for their file/storage space each year and are subject to re-adjustments on

granted space based on current levels of demand and need.

Please note that the following items are not permitted for storage in the Student Group File and Storage System:

- Unsealed Beverages and/or Food Items
- Refrigerated food items
- Flammable/Hazardous Items
- Animals
- Items and supplies for non-CU approved events
- Personal Items
- Weapons
- Contraband
- Items requiring ventilation or climate control
- Kerosene bottles or portable stoves

THEATRICAL STORAGE FACILITY ROOM 510K/L
 The Theatrical Storage Facility on the 5th floor of Lerner Hall serves as a shared support space for undergraduate performing arts organizations that do theatrical performances for the express purpose of the storage and sharing of costumes. Storage for items will be based on the limits of the size and proportions of the space and will be granted based on approved and scheduled performance events on campus.

The Manager of Media Services in The Office of Student Development & Activities (SDA) is responsible for the general policy and procedures governing this facility's use. The space is intended to accommodate the burgeoning need performing arts groups have for low-cost costuming options while fostering and encouraging the communal aspect of theatre. The storage space serves as a "lending library" of theatrical costumes to be borrowed, shared, and recycled on an ongoing basis.

The SDA asks that you observe the following guidelines to maintain both the integrity of the space and the communal thrust of the collection:

- Costumes may be checked out by representatives of any approved and scheduled performance at no cost to the individual or organization.
- A pre-tagging system and check-out system allow for the reservation and removal of costume pieces (see below). Please make every effort to visit the collection during the pre-scheduled hours of operation. Last-minute admittance cannot be guaranteed.
- Due to limited space, only costumes that are approved by the Manager of Media Services may be added to the collection or stored in the facility after a show's completion. Any unapproved pieces left in the space will be removed at the student group's expense.
- No costume may be damaged or altered in any way without express approval of the Manager of Media Services.
- Any costume returned or donated to the space must be cleaned before being brought to the space.

Lending Procedures: Student performing arts or-

ganizations will enter into Borrower/Lender Agreements with the SDA and accept full responsibility for all pieces used in any specific production. Non-approved damage, loss or alteration of any piece can result in a replacement fee charged to the student group upon return of the items.

Pre-tagging of individual pieces is allowed in advance of each production, but exclusive rights to any piece are only granted for the period of tech rehearsals and performance. (In other words, you may pre-select the pieces that you want to use, but we cannot guarantee that the pieces will not be used by other, non-conflicting productions.) Open hours of operation are established throughout the week, and will be announced at the beginning of each academic semester based on availability of the Manager of Media Services and the supporting SDA staff.

Safety: Safety guidelines for Lerner Hall apply to the Theatrical Storage Facility. The facility is subject to inspection by SDA on a regular, ad hoc basis, and any safety concerns will be addressed accordingly. As an overview, the following are not allowed within the space:

- No scenery or costumes shall be constructed, engineered, altered or painted within the facility.
- No highly combustible or flammable items are permitted. (All fabrics stored should be flame retardant.)
- No alterations or permanent attachments to the facility will be permitted.
- No tape, pushpins, nails, or fasteners of any type are allowed on the floors, walls or ceiling of the facility.

Policy Disclaimer: SDA and the Manager of Media Services reserve the right to update this policy at any time.

Contact: Questions may be addressed to David Milch (dm2422@columbia.edu), Manager of Media Services at SDA.

Reserveable Resources

TEMPORARY STORAGE ROOM

The Student Group Temporary Storage is a locked storage room established to support the events of ABC-recognized student organizations. The storage room is available to store supplies and other items for student group events for up to two weeks per request. Space will be granted on a first-come, first-serve basis and in light of competing activities as determined by the Manager of the Student Government Office and the Manager of Leadership Programs.

Eligible groups can request access to the temporary storage space by emailing a request to sgo@columbia.edu. Requests must be received with a week's advanced notice. All requests should contain:

Group Name

Primary contact person – on campus number, e-mail contact info

Information regarding the nature of the event in need of support, along with a listing of the items to be stored and duration of storage.

An email confirming or denying the request will be sent within 3 days of receipt. Once access is granted, the designated contact person will coordinate with the Student Government Office Manager access to the space and to complete the necessary paperwork.

After Hours Access/Key Sign-out: Student Organizations granted access to temporary storage can also sign out a key to the room to allow for after-business hours and weekend access. The SGO manager will be responsible for maintaining the short-term storage space and the key sign-out.

No more than two student groups can sign-out the key at any point in time.

Request to sign out a key must be made 48 hours in advance to the SGO Manager and must be picked up during the manager's posted office hours.

Keys can only be signed out for a 48-hour period. Keys must be returned at the end of the allotted sign out period.

Group executive officers are the only members allowed to sign out keys.

In the event that property is damaged or stolen, the groups that are in possession of the keys at the time of the incident should understand that SDA would not be held responsible. Each group is responsible for their items and must understand that items are stored at their own risk.

The following items will not be allowed in the temporary storage rooms:

- Unsealed Beverages and/or Food Items
- Refrigerated food items
- Flammable/Hazardous Items
- Animals
- Items and supplies for non-CU approved events
- Personal Items
- Weapons
- Contraband
- Items requiring ventilation or climate control

CONFERENCE AREA

The Student Group Resource Area also has a conference area available for recognized student groups to reserve for small meetings. To reserve the conference area, please send an email to the SGO Manager with:

Group's Name

Contact Person & Email

Meeting Time & Date

5th Floor Summer Access

Did you know that student organizations have limited/no access to the Lerner 5th floor storage lockers and club space during the summer months?

did you know?

Year-end Procedures and Overall

Space Maintenance

At the end of the academic year (May), student groups are notified of a year-end cleaning of the 5th Floor Student Group Resource Area by the SGO Manager. All items left unsecured are discarded in the clean-up. Student groups who leave items in the space will incur a fee on their group's account to cover the additional Facilities charges for discarding materials, especially boxes and heavy items.

As part of the contract of leasing the space, student groups are expected to maintain the space, including reporting spills, leaks, furniture damage and other issues to the SGO Manager (sgo@columbia.edu) or to Facilities Management at x4-2222. Groups are also expected to return chairs and tables if they have been re-arranged to accommodate a meeting. Officers are expected to treat one another with respect in the space as it is shared amongst many different groups and students. Failure to comply with any of these policies can result in termination of a group's space holding.

Groups should not utilize the common areas to store items as they do so at their own risk with the understanding that items may be discarded as daily maintenance requires and in accordance with fire codes.

Summer Access

Access to the 5th Floor Student Group Resource Area is limited during the summer months. NSOP, COOP, and CUE, pre-orientation and orientation programs, utilize the space from May through early September and student groups must send a request to access the space in advance to Ty González, Manager of Leadership Programs, via email (tg164@columbia.edu). Requests are granted on a limited basis and as a general rule groups should not plan to utilize the space during the summer months.

Student Group Conference Area

Did you know that student organizations can reserve the 5th-floor conference table by emailing sgo@columbia.edu?

did you know?

BLACK BOX THEATRE

Mission: The Black Box Theatre shall function as an artistic outlet to recognized undergraduate student organizations to facilitate the mission of the Division of Student Affairs and the University, presenting enrichment opportunities through performances open to the student body and University community. Black Box Theatre programming should showcase students' creativity and offer a venue for artistic expression that will assist students in developing aesthetic values and human relationships, including tolerance for differing viewpoints, in an open arena of exploration, examination and extroverted dramatic conflict. It is the mission of the Office of Student Development and Activities to create an educational environment of great value and distinction for undergraduate student organizations to use this facility toward attainment of that goal.

Programming: Student Development and Activities is responsible for scheduling as well as all facets of programming and student advisement for the Black Box. Any student group interested in using the Black Box should first contact their adviser and schedule a meeting between students, the adviser, and the SDA Manager of Media Services for a general overview of policy and procedures relevant to the space. Programming should seek to enhance and further a reputation for excellence in artistic activity, high quality performance, and creation of artistic work. To this end, program events should promote cultural diversity, including international activities, and be created in an environment that will attract and retain productive and creative colleagues. The Black Box should support activities that enhance student life, campus and community interaction, and community and leadership development.

Physical Plant and Technical Services: Lerner UEM in conjunction with Facilities is responsible for plant operations, including seating riser set-up/breakdown, seating configurations, housekeeping, environmental controls, implementation of audio and lighting designs, security and technical advisement and training.

Ticket Services: Performances in the Black Box Theater are required to be ticketed events (they can be free, but need to be ticketed). The Ticket and Information Center (TIC) offers ticketing services to any recognized student group. Events need to be registered with TIC two weeks in advance and the registration will need to be signed off by the group's adviser. Please see www.cuarts.com/tickets/ for more information on how to register your event

PROGRAMMING

Eligibility: Any recognized undergraduate student organization of Columbia University may propose to calendar an event in the Black Box Theatre. All productions must be mounted through an existing undergraduate student organization.

Proposal Submission: Each potential Producer (undergraduate student organization) is allowed to pre-calendar the Black Box during the prescribed

pre-calendar period. This reservation request will be held but not confirmed. Every Producer must then submit a written Production Proposal 5 weeks prior to the production date before this reservation is confirmed (For productions happening within the first five weeks of any semester, the proposal is due by the first Friday of classes in that semester). Proposals must be signed by the organization's adviser before being reviewed. [Note: Proposal Registration Forms are available in the SDA office, 515 Lerner Hall.]

Production Proposals are to be submitted to the Manager of Media Services, Student Development and Activities, 515 Lerner Hall, Ext. 4-1691, Fax (212) 854-6972.

The Production Proposal: The following items are required to be included with each Production Proposal (a proposal will be considered complete only when ALL of these items are submitted):

1. A registration form including contact information for the officers of the registered organization and the entire production team. The Production Team members are responsible for ensuring that the theater is clean and orderly before and after each rehearsal, work period, performance and strike. Production team members should include those listed as follows:

Producer

Director

Stage Manager (if appointed)

Front of House Manager/Marketing and Sales Coordinator (if appointed)

2. Production Technical Team, consisting of at least a Production Manager/Technical Director, and may include Scenic, Lighting and Costume Designers, Props Master, Special Effects Master. NOTE: The greater the technical aspirations of the production, the more staff are required in order for the proposal to be approved.

3. A written description of the production, including all details regarding the event and how the production will actually be produced.

4. A production calendar including information regarding the dates requested, details regarding the timing of the load-in, technical rehearsals, dress rehearsals, performances, strike, and load-out.

5. A ground plan sketch (to scale) of the Black Box Theatre should include the production's scenic prop and sound equipment locations, audience-seating areas, and any obstructions. Any specific lighting requirements/plans should be included in a light plot and associated hook-up.

6. A front elevation sketch (to scale) to illustrate the production's lighting equipment positions. The Manager of Technical Services is available to assist in the creation of this technical document.

Upon SDA approval of the Production Proposal, the ground plan sketch and front elevation sketch will be submitted to Lerner-UEM.

Criteria for approval of a Production Proposal includes overall professional quality of the proposed event, a primary intent that coincides with the

SDA programming mission, a description attesting to the proper use of the space, and a proven track record of past production experiences relative to the organization's ability as a production team and/or sponsoring organization to successfully mount a production.

Proposals should be submitted as soon as possible to better chances of securing an approval, but no later than five weeks in advance of the proposed move-in date (or the first Friday of classes for that semester, whichever ever is later).

The submission of the proposal begins the conversation with the SDA Media Manager, the aim of which is to lead to the approval of the project. The conversation will review the proposed production plan and highlight any issues which will need to be modified in order for the proposal to be approved. Once approved, the Producer will coordinate a meeting with the Media Manager and the Director of Technical Service from UEM to finalize the details and schedule for the production.

The Producer is responsible for notifying the Media Manager as well as Lerner UEM Management as soon as a booking cancellation is necessary. Lerner Hall cancellation policies apply. (See www.columbia.edu/cu/lernerhall).

Financial Responsibility: The Production Team and/or officers of the sponsoring organization are responsible for any and all incidents and damages arising from the booking, use, damages to and liabilities for, the Black Box Theatre during the period of habitation.

Technical Services

Evaluation of the Theatre Space: The Producer accepts the Black Box Theatre in the as-is condition available without any pre-conditions or stipulations. An inspection of the equipment and condition of the theater will be conducted prior to load-in, between the Producer, Manager of Technical Services for Lerner-UEM, and the Manager of Media Services. Additional inspections will occur during the period of habitation. Failure to pass an inspection may limit the availability or use of the theater until corrective action has occurred.

General housekeeping of the theater is the responsibility of the Producer.

Fire and Safety Inspections: See www.columbia.edu/cu/lernerhall/.

Use of the Black Box Space: The Black Box Theatre is a shared resource available to any undergraduate group. Care and consideration of the facility, materials and equipment and overall security is expected.

Support Space: Along with the theatre, there are two dressing rooms which can be used by the production using the Black Box Theatre. There is also a storage room (Black Box Storage); this is a multi-use space and needs to be maintained in a clean and organized manner. No items may be placed in Black Box Storage prior to the load-in date of your production, and no item may be left in Black Box Storage past the load out date of your production without explicit approval by the SDA Media

Manager. Only the Producer of the show and one other person (designated in advance by the producer) will have access to the Black Box Theater Support Spaces (dressing rooms and storage) and only during the week that their show has reserved the Theatre. Any items left in the storage or dressing rooms after the load-out date of the production will be removed and the expense charged to the producing organization's account. Likewise, if these spaces are left in an unseemly manor, the cost to restore the space to its proper shape will be charged to the producing organization's account.

Only the Producer and Director of a production may allow access to the theatre. The theatre must be locked anytime it is unoccupied, even for short durations. Management is not responsible for any personal items left unattended in the Black Box, its dressing rooms, or its storage facility.

Technical Staffing

The schedule for Technical Staffing will be set at a meeting with the Lerner Tech representative, SDA Media Manager and the show's producer, no less than 4 days prior to load-in.

A House Tech will be assigned anytime lighting, sound or communication equipment is being used (including set-up and strike of this equipment). Access to the Technical Booth is restricted and only permissible when a House Tech is present. Regular technical rates will apply and will be charged directly to the producing organization's account.

Performances: A House Tech will be assigned to each performance, at the standard rate. The Tech's call time will coincide with the reservation time unless otherwise approved by the Manager of Technical Services.

Restore: A House Tech will be present during the restore of the lighting plot. Based on the complexity of the show lighting plot, adequate restore time should be included with the sponsoring organization's reservation. The standard rate applies.

Safety Guidelines: Safety Guidelines for Lerner Hall apply to all productions presented at the Black Box Theatre. Prior to the start of each production the Black Box is subject to inspection. This inspection will include a review of the aisle widths and a discussion of evacuation procedures in the event of an emergency.

Final Walk-through

It is mandatory that the producing organization representatives and key production team members schedule a meeting with the Manager of Media Services and the Manager of Technical Services the next day following load-out. The purpose of this meeting is to provide a forum for feedback for all parties involved in this creative process, to review expectations and outcomes, and provide an opportunity for future growth.

Policy and Procedure Guidelines Disclaimer:

The Black Box Theatre will be modifying policies and guidelines over time in response to users' needs. The Manager of Media, Performing Arts and Publications Production with the Office of Student Development and Activities will review these needs and periodically update programming policies and guidelines. SDA, with input from Lerner UEM, reserves the right to update this policy at any time.

PRODUCTION CAPABILITIES OF THE LERNER BLACK BOX THEATRE

As you plan your event in the Black Box Theatre and prior to completing your proposal, please consider this strongly. The theater is intended to have "studio" type productions without sets and built pieces. There is to be no painting in the theater. Any fabrics or large props/furniture used must be "certifiable" as being flame retardant. Proof of flame retardation must be submitted to the Manager of Media Services. The lighting system in the theatre provides a great resource for production design. The theater is designed for acoustic productions and should not require reinforced sound.

PUBLICATIONS ROOM

Mission: The Publications Room will serve as a resource to recognized undergraduate student organizations which have as their central mission the creation of periodic printed materials. The creation of this resource will support the mission of the Division of Student Affairs and the University in presenting enrichment opportunities through student organizations and their creation of publications available to the student body and University community.

Description of the Space: The Publications Room is designed to provide student organizations a temporary home-workspace. It contains two desktop publishing stations, a large tabletop area for use in layout, and seating for both computer work and meeting/discussions. Additionally the room contains the Publications Room Short-Term Storage: a separate small storage space which will be used for short-term storage of publications when they are first received from the printer.

Timing for the Publications Room: The intent is that organizations will use this room for the week leading up to their print deadlines. Publication groups will be assigned use of the space for one week at a time (date to be set through the reservation process, explained below). The group will have access to the Publications Room, during operation hours of the building, beginning at 12noon on Wednesday and will be required to vacate the room by 10am the following Wednesday. Organizations have full use of the Publications Room during this time, however they are required to save all data onto moveable media – the computer hard-drives in the Publications Room will be cleaned periodically and files saved locally will be deleted.

Timing for the Publications Room Short-Term Storage: Attached to the work space is also a limited amount short-term storage of newly printed publications. In order to take advantage of this space, organizations need to notify the Manager of Media, Performing Arts and Publications Production of the anticipated date of arrival of their printed publications. When printed publications arrive at the SDA Office, the boxes will be date-stamped and will be allowed to be stored in the Short-Term Storage Area for 7 days (and only 7 days). After the 7 day period, any remaining boxes or publications will be removed from this space at the expense of the organization which printed them.

Programming/Scheduling: Student Development and Activities is responsible for scheduling organizational use of the Publications Room and the Short-Term Storage Area.

Reservations of Publications Room Eligibility: Any recognized undergraduate student organization of Columbia University may apply to use the Publications Room. Each student must have a 5th Floor logon.

Proposal Submission: Each potential user (undergraduate student organization) may apply for one week use of the Publications Room each semester. Reservation will be part of the pre-calen-

daring process and will continue through the semester as available. The contact person listed on the reservation request will be contacted by email with the result of the scheduling for the upcoming semester.

All efforts will be made to give each organization their first choice week, but where conflicts arise, the date the request was submitted will be taken into account. Additionally, the track record of an organization, and over time, its respect and proper treatment of the Publications Room will also be taken into account.

The contact person listed on the Reservation Request needs to be an officer of the organization and is responsible for confirming the organization's intent to use the Publications Room during the week they are assigned as well as for making proper arrangements to gain access to that room during that week.

Financial Responsibility: The contact person and/or officers of the sponsoring organization are responsible for any and all incidents and damages arising from the use, damages to and liabilities for, the Publications Room during the period of habitation.

Use of the Publications Room: The Publications Room is a shared resource available to any recognized undergraduate group. Care and consideration of the facility, materials and equipment and overall security is expected.

Only the contact person for the organization may allow access to the Publications Room. The room must be locked anytime it is unoccupied, even for short durations. SDA is not responsible for any personal items left unattended in the Publications Room. The room is used at a student's own risk and all personal items should be secured.

Contact Information:

Questions regarding proposals and use of the Publications Room and Short-Term Storage Space should be sent to David Milch, Manager of Media, Performing Arts and Publications Production, Student Development and Activities, 515 Lerner Hall, Ext. 4-1691, Fax 212-854-6972, dm2422@columbia.edu.

Final Walk-through

It is mandatory that the contact person meet with the Manager of Media, Performing Arts and Publications Production upon vacating the Publications Room and removing all group and personal items from the room. The purpose of this brief meeting is to assess that the condition of the room at the conclusion of the group's use is the same as it was before the group's use.

Policy and Procedure Guidelines Disclaimer:

The Publications Room and Short-Term Storage Space is a new resource and will be developing policies and guidelines over time in response to users' needs. The Manager of Media, Performing Arts and Publications Production with the Office of Student Development and Activities will review these needs and periodically update programming policies and guidelines. SDA reserves the right to update this policy at any time.

BARNARD COLLEGE SCHEDULING
Successful Special Events Begin Here...

Special Events provides a range of event support services, including Space Reservations and Audiovisual Services. We will help you with your space set-up and arrange audiovisual equipment and support for your event. Our goal is to provide quality event support for students, faculty, and administrators.

The information below is a quick reference for some of the frequently asked questions regarding space reservations, set-ups, and audiovisual support for events.

Special Events Contact Information

Special Events is located in 011 Altschul. We take space requests by phone, e-mail, or on a walk-in basis from 10:00 AM until 5:00 PM, Monday through Friday. We are also available at this time to help with your audiovisual requests for events.

- Special Events..... x4-8021
- Fax Number.....212-854-5845
- Space Reservations.....x4-7005
- E-mail.....spaceres@barnard.edu
- Audiovisual Services.....x4-3021
- E-mail..... avservices@barnard.edu

OTHER HELPFUL NUMBERS/WEBSITES

- Aramark Catering Services.....x4-6653
- Website.....www.barnard.edu/dining/
- Facilities Services.....x4-2041
- Nexus Website.....www.barnard.edu/nexus/
- Safety & Security..... x4-3362

Call Safety & Security if the space you have reserved is not unlocked. On weekends or after 5:00 PM during the week, call the Security Dispatcher with any event set-up concerns; Security will contact Facilities to assist you.

Step-by-Step Guide to Reserving Space and Audiovisual Services Clubs recognized by the Student Government Association may reserve space and audiovisual services on the Barnard campus. Please contact College Activities or the Student Government Association to learn more about the club recognition process. Below is a step-by-step guide specifically designed to help you through the process of reserving space and audiovisual services on the Barnard campus.

Step 1... Meet with your club advisor about your programming ideas.

Step 2... Complete the forms necessary for your event (see below for details).

Forms are on eBear for your convenience. To download forms from eBear click on the "Others" tab and then the "Special Events" tab. Forms are also available in our office in 011 Altschul and at College Activities in 102 Brooks. In order to request space you must complete an Event Space Request Form. If you require a special room set-up – beyond having a door unlocked – please submit an Event Space Request Form a minimum of 10 business days prior to the event.

If you need a place to meet – and no set-up is required – you may submit an Event Space Re-

quest Form 3 business days prior to the meeting or activity. If you require audiovisual services or support, you must complete an Audiovisual Service Request Form. Complete an Audiovisual Service Request Form for each event space requiring audiovisual support, e.g. microphone, LCD projection, background music. Audiovisual Service Request Forms are due a minimum of 10 business days prior to the event. Any form not received 10 business days in advance will be supported on an "if we can" basis.

You must fill out an Event Security Form and meet with Security regarding your event if your event has been advertised off campus; if the event is a party or concert; if 150 or more guests are expected to attend; if money is being collected; and/or if alcohol is being served. Please note, if you plan to serve alcohol, your event must be registered with University Event Management under the University Alcohol Policy. Take all completed forms to the club advisor for review and her/his signed approval. Remember to bring all forms to your advisor so you do not have to make a second (or third) trip!

Step 3... Once your forms are completed, with necessary signatures, bring them to Special Events a minimum of 10 business days prior to the event. You may submit them in person at 011 Altschul or fax them to 212-854-5845. At that time, we will help you with specific set-up ideas and discuss AV needs for your event. Space is limited and there is a lot of activity throughout the year, so it helps to get your request in early! If a specific space is not available, we will work with you to find a comparable one or – if need be – find another date for your event. We will work with you to explore your options.

Departments that Reserve Space

There are several departments at Barnard that reserve space. In order to make sense of who to go to for which space we have provided the following information.

Barnard Space

Did you know that student groups can still reserve space at Barnard College even though their campus is undergoing construction? See your Advisor for assistance with this.

did you know?

Special Events

The following event spaces, listed by building, are reserved through Special Events 12 months a year. We have also listed the maximum capacity and set-up options for each event space.

BARNARD HALL

Sulzberger Parlor – 3rd floor of Barnard Hall

- Lecture (chairs facing a podium or table) – 80 people
- Buffet (seated meal with self-serve food) – 60 people
- Served (seated meal with food served by wait-staff) – 80 people

Portraits of Barnard presidents and founders hang in this room. It also has period furniture, a piano, and a fireplace.

James Room – 4th floor of Barnard Hall

- Lecture (chairs facing a podium or table) – 300 people
- Buffet (seated meal with self-serve food) – 180 people
- Served (seated meal with food served by wait-staff) – 200 people

While the James Room is a large space, it can be made more intimate by using shoji screens as room dividers; ask Special Events for more information.

MILBANK HALL

Ella Weed Room – 223 Milbank

- Lecture (chairs facing a podium or table) – 50 people

There are chairs assigned to the Ella Weed Room that are not to be removed from the space. A Louis Comfort Tiffany fireplace is also in the room.

SULZBERGER HALL

Helene L. Kaplan Tower Suite – 17th floor of Sulzberger Hall – North Tower

- Lecture (chairs facing a podium or table) – 50 people
- Buffet (seated meal with self-serve food) – 40 people
- Served (seated meal with food served by wait-staff) – 50 people

Helene L. Kaplan Tower Suite – 17th floor of Sulzberger Hall – South Tower

- Lecture (chairs facing a podium or table) – 40 people
- Buffet (seated meal with self-serve food) – 30 people
- Served (seated meal with food served by wait-staff) – 30 people

If non BC/CU ID guests are invited to an event in the Sulzberger Tower, a guest list is required.

Please give the list to Residential Life 24 hours prior to the event. If more than 20 guests are expected to attend, a member of your group must help identify guests at the Front Desk the day of the event.

OUTDOOR SPACE:

LEHMAN LAWN AND WALKWAY

Event Spaces Reserved Through Other Departments

Requests for the following spaces must be directed to the individuals and/or offices listed below. They may have specific deadlines – check to find out the details!

THE ARTHUR ROSS COURTYARD (QUAD LAWN)

Contact Residential Life and Housing x4-5561.

CLASSROOMS

Classrooms for weekend activities are reserved through Special Events. Classroom space requests for events during the week, Monday through Friday, cannot be considered for events until after the first 2 weeks of each academic semester; at that time contact Special Events.

Teachers College

Rooms for classes and Teachers College workshops are assigned approximately one month before the start of the semester. After all the courses and Teachers College events have been assigned rooms for a semester, and all the particularities have been worked out, we then work on the Room Requests. Room requests are processed on a "first come - first serve" basis.

WHO FILLS OUT ROOM REQUEST FORMS?

You need to fill out a room request for every event held at Teachers College.

You do not need to fill out a room request form for a regularly scheduled course.

Teachers College student groups must have their room request forms signed by Yvonne Kent-Destin.

Columbia University student groups must include a letter saying there is no space at Columbia, that you are a legitimate student group, and fill out a Teachers College room request form.

You must be currently affiliated with Teachers College or Columbia University to hold an event on Teacher College's campus.

The Office of Room Assignments is located at 525 West 120th Street, Room 150 Horace Mann; and is open Monday - Friday, 9:00 am to 5:00 pm. You can call us at 212-678-3707 or send email to roomassignments@exchange.tc.columbia.edu.

Miller Theatre

Miller Theatre is available both to outside organizations and to members of the Columbia community at reduced rates to the departments of the University and its affiliates.

For more information or to discuss the details of your event, contact the Production Coordinator at 212-854-6205 or by email at err2117@columbia.edu.

Ask your Student Affairs Advisor about the Miller Theatre Fund.

More information at:
www.millertheater.com/About/RentingTheater.aspx

Jewish Theological Seminary

Student organizations that wish to book space at JTS should lease contact Rosario Velez at 212-678-8095 for more information.

Alternative Spaces

Did you know that student organizations can take advantage of the many event and meeting spaces found throughout neighboring buildings to campus? Remember not all of these spaces are free and they have their own policies. Ask your advisor for more information.

did you know?

Union Theological Seminary

Weddings, conferences and Other Special Events @ Union Theological Seminary. The Seminary welcomes space reservations for conferences, retreats, business presentations, board meetings, dinners, and weddings. Three large welcoming rooms are available for rental: the Social Hall, the Refectory and James Chapel. We also offer superb in-house catering services through Showstoppers.

For information about using Seminary facilities for meetings, conferences, wedding receptions, and film locations, contact Michael Orzechowski at 212-280-1301 or morzechowski@uts.columbia.edu.

TERMS OF USE

Union Theological Seminary is a residential and educational community. Therefore, a 10:00 p.m. curfew on music is enforced, and guests are requested to remain in the vicinity of their event.

Rooms are rented for an 8-hour period (consisting of five (5) hours for event and three (3) hours for clean up). Each additional hour will be charged at \$500.00/hr. All rooms require a \$500.00 refundable deposit to confirm the reservation. Cancellations made fewer than four (4) months before the event will result in forfeiture of the entire deposit, unless the space can be rented again. (Full refund can be arranged only if notice of cancellation is received one month in advance). Full payment of room rental fees is due 60 days in advance of the event.

Michael E. Orzechowski
 Union Theological Seminary
 3041 Broadway, at 121st Street
 New York, NY 10027 212-280-1301

Broadway Presbyterian

Contact the Church Administrator at 212-864-6100 ext. 114 or by e-mail at sharonchasebpc@aol.com.

There are three spaces that can be "rented": the gym, the Parish Hall, and the sanctuary (the latter depends on the use so that we are assured the program/event is appropriate to a sacred space). Rates would be quoted based on which space, and there are other policies that pertain to use of the parish hall and the sanctuary.

The most important factor is, however, that ALL outside user groups/individuals/organizations must provide liability insurance to cover the participants in the event/program/class/meeting and the audience/guests/attendees. That means a current Certificate of Liability Insurance listing the Broadway Presbyterian Church as an additional insured must be on file with BPC prior to an event.

Riverside Church

Organizations and individuals looking to hold receptions, concerts, rehearsals, conferences, video productions and meetings in a unique public space can do so at The Riverside Church.

For information, call Loleta Nicholson, Manager, Rentals & Programs Services, at 212-870-6766 or email LNicholson@theriversidechurchny.org.

For Theater Rentals, please call Jewel Kinch at 212-870.6877 or email jkinch@riversidechurch.net.

Casa Italiana

For questions about rentals or to arrange a rental please contact:

Rick Whitaker at 212 854 1623 or email at rw2115@columbia.edu. With a brief description of your event.

World Room At The School Of Journalism

For information about renting the World Room in the School of Journalism email the facilities manager Barbara Fasciani at bf55@columbia.edu.

Low Rotunda

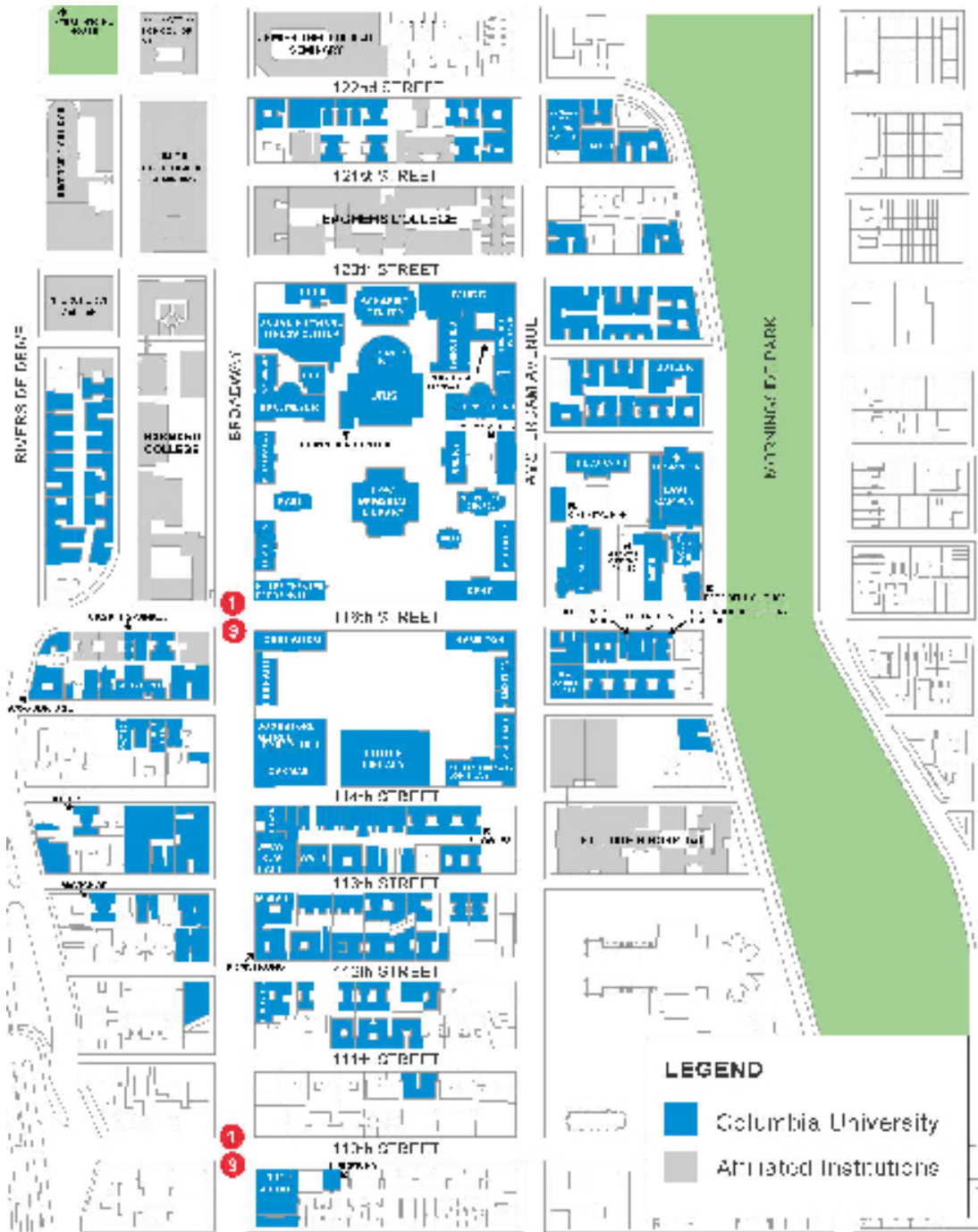
There is no cost to use space at Low Library. However, there are significant Facilities Charges and rental costs, which can be very expensive. Students should consult with their advisor before deciding on Low as a venue for an event. See the insert on "Facilities/Special Events" included in Fact Files for more information on potential costs.

Security is another cost students should consider when planning their event. It is important to review Security protocols. Advisors serve as great liaisons to other University offices and they should be included in your event planning process early on. Final costs for security are decided at the final Event Review Meeting before the event. One guard is required for the front door, as well as certain other points in Low such as the Balcony, and sometimes the 3rd and 4th levels as well, depending on the number of guests and whether or not alcohol is being served.

It should be noted that President Bollinger has a program that is run by University Programs and Events called the World Leaders Forum (WLF). These events usually take place at Low and take precedence over all other events. Because of the impromptu nature of the events planned through the WLF, groups may have their events rescheduled at a moment's notice. This should also be taken into consideration if you are considering utilizing Low Library as a venue. Please note that this policy is not just for student groups but applies to any Columbia Affiliate reserving the space for programming. Though it has not happened often in the past, student groups should be aware that no booking in Low Library is ever 100% guaranteed.

Reservations for Low Library are taken on a first come first serve basis. All requests should be sent to lernerhall@columbia.edu or faxed to 854-5840. You can also see any of the event planning staff to make a reservation. The Venue Manager is Joe Sabbath and his number is 212-854-1874 or js2588@columbia.edu.

Generally the Rotunda can accommodate 450 persons theatre style for a lecture, and 400 persons for a sit down dinner at 8 person round tables.



Lerner Tech

University Event Management has a full-time Manager of Technical Services who is available to assist groups and individuals in fulfilling technical needs of an event. Lerner is equipped with a large inventory of theatrical equipment, in addition to advanced audio-visual equipment (see Audio-Visual Services section). A complete list of equipment can be found on the Technical Services Request in the University Event Management Office. Please call for fees: 212 854-5800.

Lerner Tech Requests can be submitted online at: wwwb.ais.columbia.edu/lerner/TechnicalRequest.jsp

Furniture Requests

University Event Management utilizes Furniture Request Forms from student organizations to better understand your logistical needs for rooms reserved in Lerner Hall.

Furniture Request Forms can be submitted online at: wwwb.ais.columbia.edu/lerner/RequestForService.jsp.

Please see Facilities/Special Events for Furniture Requests outside of Lerner Hall.

Ticket Ordering for Events

There are a couple of options for student organizations that are holding large scale events that may require ticketing. Please contact your student affairs advisor for more information.

The Ticket and Information Center (TIC) is full service ticketing, marketing and information center for events on and off campus. TIC can assist recognized student groups with managing ticket sales and guest lists as well as promoting your event and help your organization grow its audience. Groups must register their event with TIC at least two weeks prior to the date of the event and will require an advisor's sign-off. The TIC also sells discounted movie vouchers for \$6.50 and up, tickets to Broadway and Off-Broadway shows as well as the Met Opera, the NYC Ballet, the NY Philharmonic and much more. With these discounts, the TIC can also help you plan a group event in NYC. Please see their website (www.cuarts.com/tickets) for more information.

Facilities/Special Events

Student Organizations can utilize the services of Special Events/Facilities for events that take place outdoors, in classrooms and in various buildings on campus. All classroom space is to be used on an as-is basis. Student organizations are fully responsible for cleaning and leaving the room in the condition in which it was found. Furniture requests for outdoor space and Residence Hall Lounges can be arranged with UEM on the 7th Floor of Lerner Hall. All other Furniture request must be made with Facilities/Special Events; there are different methods of contacting Facilities/Special Events, depending on the location of the event — please consult with your advisor.

The following is a partial list of chargeable expenses: Furniture Rentals (tents, tables, chairs, dividers, easels, linens, etc), all materials, parts,

vendors which/who are involved in the event preparation and vertical transportation assistance. The following is a partial list of typically non-chargeable expenses: All custodial, electrical, plumbing, carpentry, labor, masonry, painting, grounds, waste management and locksmith support required before, during or after an event. Such arrangements can only be made following consultation with your advisor. Forms for Facilities requests can be found in your advising office.

You should talk to your Student Affairs advisor before you reserve services and make sure that you receive a written estimate of charges from Facilities prior to your event.

Campus Audio and Visual

The Columbia University Audio Visual Department can assist you in all your technological needs outside of Lerner Hall. The department is located in 111 Mathematics and can be reached at 212-854-3189. Please remember that all their services are chargeable and you will need to provide your organizational account number.

For more information, please see their website at: <http://www.avservices.columbia.edu/>

You should talk to your Student Affairs advisor before you reserve services.

University Catering

Columbia University Catering caters student organization events (including providing coffee and hot water urns); offers set-up and clean up services; and is willing to work within any budget. Once you have reserved a space for your event, standard orders may be placed in one of three ways for your convenience:

Telephone: 212.854.4630

Fax: 212.854.5840

E-Mail: catering@columbia.edu

Once catering has received your order, you will be sent a fax confirmation to your advising office. This will give you the opportunity to look over your order and make any necessary changes. It is necessary to have your advisor sign off on the order and fax it back to Columbia University Catering. Columbia Catering suggests a personal meeting to discuss all special events. Before making any catering arrangements, consult with your advisor and obtain budgetary authorization.

University Catering does have "first right of refusal" for large events. See your advisor for more information.

Kosher Options

There are many different Kosher options available for your student organizational events. Please see your advisor if you have any questions about a vendor.

Ordering Bulk Metro Cards

HOW TO ORDER BULK METROCARDS

Prepare an E-form (ABC groups) or voucher (IGB and SGB groups) for the total cost. Check the "HOLD FOR PICK UP" box on the form. This will tell Columbia you want the check set aside when it is ready (allow 4 weeks for the check to be prepared)

MetroCard Contact Info:
 Metrocard Sales: 1-888-345-3882
 Fax: 718-694-1513

Ordering MetroCards:
 Call Customer Service at the MetroCard Office as early as possible, preferably 6 to 8 weeks in advance.

Explain that you are a Columbia student group and you would like to pay by check.

Give him the merchant number (Columbia-Student Affairs, Customer #CC6972).

Make sure the delivery address includes the name of your Student Affairs Advisor.

Make sure he faxes you the invoice after he submits the order, so Columbia can prepare the check.

You must pick up the check and personally mail it to:

MetroCard Sales
 NYC Transit
 General Post Office, P.O. Box 26133
 New York, NY 10087-6133

Include a copy of the order form with the check being mailed.

If you do not mail it personally, Columbia tends to send one large check to the MTA for a lot of student groups' MetroCard orders at once, which slows down the ordering process. Be sure to include with the check the invoice from the MTA, as well as the E-form (ABC groups) or voucher (IGB and SGB groups).

Please see your advisor if you have any questions about this process.

Public Safety and Event Reviews

For events requiring Columbia security guards, arrangements can be made with Lerner Hall staff, in consultation with your advisor. Most events requiring security are covered under the Security Fund (explained in more depth in "Funding Opportunities" section). Your Student Affairs Advisor will request an Event Review with appropriate University stake holders if your event requires a high level of security. Please see your advisor for more information. Event Reviews need to occur at least 10 days prior to the date of the event and are usually scheduled on Tuesdays 2-4pm, Wednesdays 9:30-11:30am, and Thursdays 10:30am-12:30pm. Accommodations for other times can be made provided advance notice is given.

Unloading Vehicles on College Walk

If a student organization would like to have event related materials loaded/unloaded from a vehicle

on College Walk they are able to do so by sending a request via email to John Murolo, Director of Public Safety, at jjm274@columbia.edu and copy your advisor on this email. In the email please include the date and time that the vehicle will arrive at College Walk, what is being loaded/unloaded, a description of the vehicle, and what company it is. Parking on College Walk is prohibited at all times. If your organization truly feels as though they have unique circumstances they can contact Mr. Murolo for information regarding an exception.

Risk Management

Please see your advisor if your event has the potential for physical risk or potential hazard.

Student organizations are responsible to all New York State laws, New York City Ordinances and University policies regarding risk management as published in FACETS.

Parking Around Campus

On-Campus Parking:

Parking on campus is generally not allowed. If you would like to arrange parking for a speaker or guest for an event in one of the University's parking facilities, please contact Eddy Erisnor at 212-854-3069 or via email at ee171@columbia.edu. You will need your Student Affairs account number ready. For more information, you can also contact the Parking Office at 212-854-5508.

Local Parking Options:

There are many private parking garages within walking distance around the Columbia University community.

(This list should not be interpreted as a University endorsement of any of these establishments, but is provided as a reference tool.)

Claremont Parking Corp.
Riverside Church
Open from 6am – 12 Midnight
120th St. between Claremont Ave & Riverside Dr.
(212) 870-6736

E&B Operating Group
137 West 108th St.
Open 24/7
Between Columbus & Amsterdam Ave.
(212) 865-8315

Propark Parking
512-520 West 112th St.
Open from 6am – 12 Midnight
Between Broadway & Amsterdam Ave.
(212) 865-1754

GMC Garage
532 West 122nd St.
Open from 6am – 12 Midnight
Between Broadway & Amsterdam Ave.
(212) 961-1075

MTP Parking
627 West 125th St.
Open from 6am – 2am
Between Broadway & 125 Street
(212) 866-7040

QuikPark
276 W. 97 Street
Open24/7
Between Broadway and West End Avenue
(212) 961-1925

Park Yorkshire Garage
151 West 108th St.
Open 24/7
Between Columbus & Amsterdam Ave.
(212) 865-2314

MTP Parking
69 St. Clair Place
Open24/7
Between W 125 Street & Hudson River
(212)665-4929

West Side Parking
234 West 108th St.
Open from 7am – 2am
Between Broadway & Amsterdam Ave.
(212) 222-8800

More Than Parking (MTP)
631-635 West 131 Street
Open from 7am-1am
Between Broadway & 12th Avenue
(212) 368-2579

Manhattan Parking 110 LLC
543 W. 110 Street
Open24/7
Between Broadway & Amsterdam
(212) 222-7813

Convenient Parking
215 W. 95 Street
Open 24/7
Between Broadway & Amsterdam
(212)864-8901

Local Area Hotels for Speakers and Guests

The Office of Undergraduate Admission offers an updated online list of area hotels. Please visit their webpage at: www.studentaffairs.columbia.edu/admissions/visiting/accom.php.

You will need to work with your Student Affairs advisor to complete payment for any requested hotel space your student organization has agreed to pay for.

New York City Department of Parks and Recreation Permits

Please refer to the New York City Department of Parks and Recreation's website for up to date information on applying for a permit for an athletic field, or for a special event at: www.nycgovparks.org/sub_permits_and_applications/permits_and_applications.html.

You will need to work with your Student Affairs advisor to complete payment for any requested permit.

NYPD Parade Permits

A permit is required to conduct a procession, parade or race within the City of New York and must be obtained from the Police Commissioner. Please visit the NYPD webpage for up to date information at: www.nyc.gov/html/nypd/html/permits/parade_permits.shtml.

Please contact your Student Affairs advisor if you are looking to obtain a parade permit. You additionally can contact the 26th Precinct and ask to speak with Community Affairs at 212-678-1301.

Movie Policy

Commercial films and televisions shows are protected by copyright law, and may not be shown in any public setting on campus without first obtaining a public performance license from the copyright owner. A public setting is any venue on campus outside of an individual student’s dorm room. (Students who rent or buy films on videotape or DVD may view those films privately in their dorm room.) Even if an event is restricted to a certain group of students, such as members of a particular club, a license must be obtained in order to show a film or television show at the event. These copyright restrictions apply whether or not a fee will be charged for admission to the event.

Rights for public performance must be secured within 10 days of the scheduled event. Proof of license must be submitted to both the advising and or event management office. Failure to provide the timely submission of proof of license will lead to the cancellation of the space reservation and the subsequent event.

Student organizations found in violation of the law and University policies described above will risk de-recognition and could be subject to other penalties.

HOW TO CLEAR A MOVIE FOR ‘MOVIE NIGHT’ IN LERNER HALL

(1) **CHOOSE YOUR MOVIE.** In this connection, there are two principal companies who license films on behalf of the film companies: Film Inc., Frameline, Inc., Swank Motion Pictures (www.swank.com) and Criterion Motion Pictures (www.criterionpicusa.com). The websites for these companies list the films they represent and provide contact information. If the film or show that you wish to license is not listed on either of these websites, set forth below is information as to how to clear the rights:

(2) **LOOK AT THE PACKAGING BOX THE DVD/VHS MOVIE COMES IN.**

(3) **FIND THE COPYRIGHT NOTICE. THIS IS USUALLY WRITTEN © [DATE].**
 Examples: © 1981 or © 2004

(4) **LOCATE THE COMPANY NAME THAT APPEARS WITH THE © SYMBOL**

- Example: 20th Century Film Corporation
- Sony Picture Entertainment
- MCA, Inc.
- MGM/United Artists
- Universal
- Paramount Pictures Corporation
- Warner Bros.

(5) **GO ON THE INTERNET AND LOCATE THE HEADQUARTERS OF THE COMPANY. THIS INFORMATION IS OFTEN FOUND IN THE “CONTACT US” SECTION OF A WEBSITE.**

CALL OR EMAIL THE COMPANY WITH YOUR REQUEST. WEBSITES [ESPECIALLY CORPORATE WEBSITES] OFTEN HAVE A SECTION WHERE YOU CAN SEND AN EMAIL. YOU SHOULD PROVIDE THE FOLLOWING INFORMATION:

(A) THE MOVIE YOU WANT TO SHOW.

Example: Matrix

(B) **IS YOUR COPY A DVD OR A VHS TAPE?**

Example: “We are renting a DVD copy of your great movie and showing it on a television monitor.”

(C) **THE PLACE YOU ARE SHOWING YOUR MOVIE.**

Example: Alfred Lerner Hall Room 477
 2920 Broadway
 New York, NY 10027

(D) **THE DATE YOU ARE SHOWING YOUR MOVIE.**

Example: December 7, 2005 at 8:00 pm

(E) **THE ANTICIPATED SIZE OF YOUR AUDIENCE.**

Example: Either the Room Capacity or the expected attendance.

(F) **WHETHER YOU ARE CHARGING ADMISSION**

Example: Admission free to our group members.

(G) **THE NAME OF YOUR GROUP**

Example: The ‘We Like to Show Movies’ Club
 Activities Board of Columbia-recognized group.

(H) **YOUR NAME and CONTACT INFO**

(I) **YOUR ADVISOR’S NAME AND CONTACT INFO WITH A FAX #**

Example: xxxxxxxxx, Advisor
 Tel: 212-854-XXXX
 Student Development & Activities
 515 Alfred Lerner Hall, MC 2601
 2920 Broadway
 New York, NY 10027
 FAX: 212-854-6972

Example: xxxxxxxx, Advisor
 Tel: 212-854-XXXX
 Office of Multicultural Affairs
 401 Alfred Lerner Hall, MC 2607
 2920 Broadway
 New York, NY 10027
 FAX: 212-854-9801

(7) **IF THE COPYRIGHT OWNER GRANTS YOUR REQUEST, IT WILL GENERALLY BE FOR A FEE IN THE RANGE OF \$300 - \$500. IF THE COPYRIGHT OWNER DENIES YOUR REQUEST, YOU WILL NOT BE ABLE TO SHOW THE FILM IN QUESTION AT THE EVENT.**



Copyrighted Material

All copyrighted materials such as plays and songs will require permission from the copyright holder to be placed on file with your Student Affairs advisor. Please see your advisor for more information.

University Licensing Guidelines

PURPOSE:

The Trademark Program was established in order to protect and control all uses of Columbia University trademarks throughout the world. The retail merchandise program is operated out of the Office of Business Services. Through carefully established procedures, the Trademark Program grants licenses to qualified manufacturers worldwide to produce a variety of Columbia University insignia items for sale to the public. In return, the licensed manufacturers pay the University royalties for their licensing rights.

The Trademark Program also helps Columbia University departments, schools, affiliates and officially recognized Columbia student groups, if they wish to have Columbia insignia goods produced for promotional use or uniforms.

MISSION:

To ensure proper use and application of Columbia University trademarks.

To strengthen the trademarks through relationships with retailers, licensees, campus departments, student organizations, alumni, and fans.

To ensure that manufacturers adhere to the University's manufacturing Code of Conduct when creating emblematic merchandise.

DEFINITION:

A TRADEMARK is a word, phrase, symbol or design, or combination of words, phrases, symbols or designs, which identifies and distinguishes the source of the goods or services of one party from those of others.

WHAT ARE COLUMBIA'S TRADEMARKS?

Images, logos, word marks, designs and other branded items are trademarks owned by the Trustees of Columbia University. The proper usage of Columbia University trademarks are intended to protect and promote the reputation of the University.

Columbia University™

Columbia University in the City of New York™

Columbia™

Columbia College™

The various Columbia University school names, their respective shields and several other marks and graphics, such as Columbia's athletic logo, the Lion.

WHO CAN OR SHOULD BECOME LICENSED

Licenses must be obtained for the use of any Columbia University trademark, image, or photograph used on any packaging (including hangtags, stickers), signage, or product sold to the general public or to campus departments and organizations. In addition, promotional licenses must be obtained by companies or organizations wanting

to associate with the University through any use of its trademarks.

The University will not license products that do not meet minimum quality standards, are not in good taste, or items considered dangerous or high risk.

CODE OF CONDUCT DISCLOSURE:

The University Senate, External Relations Committee, www.columbia.edu/cu/senate/, established policy regarding labor standards for Columbia Licensees and created a Code for Workplace Conduct. In addition, Columbia University is affiliated with The Workers Rights Consortium (WRC) and The Fair Labor Association (FLA).

The WRC, www.workersrights.org, is a non-profit organization created by college and university administrations, students and labor rights experts. The WRC's purpose is to assist in the enforcement of manufacturing Codes of Conduct adopted by colleges and universities; these Codes are designed to ensure that factories producing clothing and other goods bearing college and university names respect the basic rights of workers. There are more than 100 colleges and universities affiliated with the WRC.

The FLA, www.fairlabor.org, is a non-profit organization combining the efforts of industry, non-governmental organizations (NGOs), colleges and universities to promote adherence to international labor standards and improve working conditions worldwide.

All licensees must adhere to ethical business practices, as well as standards related to quality, reliability and cost. In doing so, workers producing University licensed goods are expected to work in humane and safe conditions and receive fair wages. Licensees are expected to provide a safe and healthy work environment for all employees as well as adhere to applicable limitations on child labor, and prohibitions on the use of forced labor. It is the University's expectation that all licensees complete a disclosure form that provides information about their manufacturing processes prior to producing University-related products.

GUIDELINES FOR USE/ COMPLIANCE:

Columbia University has contracted with the Licensing Resource Group (LRG), which monitors and works to ensure consistency, compliance and quality of our logos and marks. Founded in 1991 with three clients, LRG has grown to more than 65 member institutions plus conferences and special properties.

APPROVAL/ PRODUCT APPROVAL

Reproduction of any images, word marks, designs or other branded items may not be used without a written contract from or express consent of an authorized University representative.

All artwork approvals and re-print requests must be submitted by e-mail to Honey Sue Fishman at hf2021@columbia.edu in either a .PDF or .JPEG format. When submitting graphics, please list the following information: product, gender, size range, typeface, pantone colors, channel of distribution and estimated ship date. Please call (212) 854-6862 for further information.

Games of Chance

Registration of Event: Clubs/organizations who desire to hold an event that includes any form of gambling must complete the "Games of Chance Request Form" located in the Office of Student Development & Activities (SDA), the Office of Multicultural Affairs (OMA) and the Office of Student Group Advising (OSGA). The completed form is to be submitted to your advisor no later than 10 business days prior to the event.

Educational Requirement: The event coordinator or student leader taking responsibility for the event must meet with their advisor to complete the Policy and Procedure training for events that include gambling. The training will include a complete review of the logistics of the event.

Continuing/Re-occurring Events: All clubs/organizations with re-occurring events that involve gambling must go through an educational workshop before programming each semester. Clubs/organization should contact their advisor to arrange the workshop. Club/organization members are responsible for the education of new members.

Approval of Event: At the completion of all required paperwork and training sessions, Student Affairs holds sole discretion for final approval of the event.

Use of Cash: No cash is to be exchanged during an event that includes gambling. The only exception is when participants pay an entry fee for event and those funds collected to cover the cost of the event, or to purchase prizes (see description of appropriate prizes). Clubs and organizations are subjected to all cash handling policies. Rather than handling cash, you can register your event with the Ticket and Information Center (TIC) and have proceeds deposited directly into your group account; see www.cuarts.com/tickets for more information. If you do plan on handling cash at any point, you will need to sign out a cash bag from your Business Office representative working with your group. Your advisor can assist you with this as well.

Leveraging & "chances": The entry fee covers all leveraging and chances. No additional chances or bets can be purchased during the event. Further, personal items cannot be used for the purpose of leveraging or "chances".

Prizes: If clubs/organizations choose to provide prizes as incentives for participation, all prizes

must be material and follow the following guidelines:

All prizes must be purchased prior to the event and must be approved by your advisor. The inventory and distribution of prizes must be completed with your advisor.

All prizes must be listed in the advertisement of the event that includes gambling.

Cash-equivalent or credit card-equivalent prizes are not allowed.

Gift certificates must be from stores that do not partake in the sale of contraband, regulated, or illegal substances and materials (i.e., alcohol, tobacco, firearms, pornography).

Sponsorships: Sponsorship and/or donations by outside companies are permitted with the except from those entities that are alcohol, tobacco, or gambling companies.

Venue: All events involving gambling must remain on campus.

Alcohol: Alcohol is not permitted at events that include gambling or events which re-occur through the semester.

Alcoholic Beverages And University Policy

UNIVERSITY ALCOHOL POLICY OVERVIEW

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse and that complies with state laws and regulations governing alcoholic beverages involving University activities. Therefore, the University has developed the Alcohol Policy implementation procedures and mandatory training programs for students who plan events with alcohol. For information on the drug and alcohol policy, visit: www.columbia.edu/cu/lernerhall/docs/Policies/UEM_Policy/Alcohol_Drug_Policy.html

Deciding Whether to Serve Alcoholic Beverages at an Event: If your organization is considering serving alcoholic beverages at an event, think about why you want to do so. Your event must have a social, educational, or cultural theme, and may not have the availability of alcohol as a focus. Essentially, your event should be able to stand on its own with or without alcohol; if its success seems dependent upon serving alcohol, you need to reconsider your event in its entirety.

What You Need to Know: If you believe that serving alcoholic beverages would be an appropriate component of an event, you are expected to have undergone University alcohol policy training and to understand fully both New York State law pertaining to alcohol and Columbia University's alcohol policy and procedures. The University alcohol policy describes minimum standards that apply to all University functions, regardless of whether they are held on-campus or off-campus. Departments and facilities may add additional requirements and conditions. Your advisor's approval and your adherence to University policy are required for all events, on or off-campus.

When Serving Alcoholic Beverages at any Event, You Must Complete These 6 steps:

1) Reserve the space in which the event will be held—indoors or outdoors. This should be done well in advance of your event: you should not wait for the Alcohol Registration process to be completed. Because the event must be able to stand alone without the aid of alcohol, space reservations should not be determined by approval of an alcohol event.

2) Have two club officers of legal drinking age who will coordinate the event. One officer will serve as the Alcohol Manager (AM) and the other as the Event Manager (EM). Both the EM and the AM should be trained by the University in planning events with alcohol. Participation in one of the training sessions offered by the University is mandatory for these officers. Clearly, substantial forethought is required to be sure they are trained in advance of seeking approval for the event. The EM and AM who will represent your group must attend training during the current academic year and be at least twenty-one years of age. For more about EM and AM responsibilities, see “Policy Specifics” below. Please note that these training sessions only occur at the beginning of each semester. Lerner Hall Administration is the office that manages the alcohol policy and training. Check their website for training dates and policy updates. www.columbia.edu/cu/lernerhall/

3) Obtain your advisor’s approval for the event and complete an Alcohol Registration Form at least ten days in advance. The University requires that all events comply with its Alcohol Policy and that your event be approved by your group’s advisor if your event will be:

held outdoors on University property, or open to the University community, or funded with University funds, or attended by more than fifty guests, or entailing the exchange of money for any reason.

The University alcohol policy requires that your EM speak with your advisor about any event at which alcohol is to be served. The policy’s requirements are not placed solely on your group, however, but also on your advisor, who is required to discuss the event in detail with you prior to deciding whether to approve the event. Among the details that must be discussed are attendance, proctoring, health issues, availability of food and non-alcoholic beverages, the quantities and types of alcohol to be served, monitoring of the drinking age, and event management.

If your advisor approves the event, you may complete the registration process:

Obtain and complete a registration form from your advising office and obtain your advisor’s signature, affirming that you and your advisor have discussed and agreed upon the terms of the event described on the form. Include the account number to be charged for proctors.

Submit the approved application to your advisor at least two weeks prior to the event.

Your advisor will review your application, determine how many proctors should be assigned, direct you to apply for a Temporary Beer and Wine Permit if money will exchange hands in any way at the event, and inform you whether the event has been given final approval.

4) Clear all arrangements in advance with the coordinator of the facility at which your event is scheduled. Many areas often have additional requirements of their own for events with alcohol, some of which may take weeks to complete. Be sure to determine this well in advance of the event, so that you are not faced with last minute problems.

5) Obtain a temporary beer and wine permit if money will be exchanging hands at the event for any reason. The New York Alcoholic Beverage Control Board requires that a temporary beer and wine permit be secured whenever money will exchange hands for any reason at a function in an unlicensed premise at which beer and wine will be served. (Licensed premises at Columbia, including the Faculty House, operate under the terms of their own licenses.) The unlicensed sale of alcoholic beverages is strictly prohibited. Hard liquor may not be sold in an unlicensed area nor dispensed with a temporary beer and wine permit. Lerner Hall administration has a temporary permit which covers events serviced by Columbia Catering in Lerner; however, for all other alcohol events with a cash element you must obtain a permit.

Obtaining permits: Temporary (one day) permits allowing the sale of beer and New York State wines within a specific designated area may be obtained from the New York Alcoholic Beverage Control Board. Its office is presently at 11 Park Place, New York City, and they generally require two weeks to obtain a temporary license, good only for a single event. The University will assist your group in applying for this license through your advising office. With the approval of your advisor and at least two weeks prior to the event, your group’s representative must:

Obtain a letter from your advisor certifying that your group is a registered Columbia organization and specifying the date, time, and place of the function.

Complete an application for a license.

Obtain a certified check or money order for \$25.00, payable to the New York State Liquor Authority.

Hand deliver all of this to the New York Alcoholic Beverage Control Board, 11 Park Place, New York, New York between 9:00 am and 4:00 p.m. Monday through Friday. If approved, the temporary beer and wine permit will be mailed to you, or you will be called to pick it up. In recent years, this has taken a minimum of approximately ten business days.

A copy of your temporary permit should be given to your advisor five days prior to the event. The permit itself must be displayed at your event.

6) Abide by the University alcohol policy and the terms of the approval of your event. Failure to do so may prevent your organization from holding events with alcohol in the future.

Policy Specifics

FINALIZING AN EVENT

Once your advisor has approved the event, the Temporary License has been applied for, the space requested, and all planning initialized, you should ensure that your event has been registered with University Event Management (UEM). This step is crucial to finalizing your event. If the event is not registered with UEM, your group risks cancellation of the event. You should meet with UEM administrators early on in your planning process to guarantee your event will take place and to ensure that registration has taken place properly.

EXPECTATIONS OF EVENT MANAGERS

The Event Manager (EM) is the person primarily responsible for overseeing the whole coordination of an event, serves as the first point of contact in the case of an emergency/crisis. The EM identifies the problem, assesses the situation and connects with the appropriate support resource (i.e. alcohol manager, proctor(s), venue manager, security guard, etc.) in the event that the situation becomes too much for the student manager to handle. For a Barnard venue, in the case of an emergency, the EM initially contacts the Barnard Security Supervisor on duty.

The EM arrives to the event 1/2 hour before the start to meet with the proctors and if possible other support personnel (i.e. venue manager, security, etc.), for introductions and event briefing. During that briefing, the proctor is responsible for identifying the proctoring team, the venue manager, and the location of the security details; the EM will be responsible for identifying the alcohol manager, the bartenders, and additional student supports.

The EM must not consume alcohol prior to and through to the conclusion of the event—including the wrap up.

The EM must be present for the entire duration of the event—including wrap up and event conclusion.

EXPECTATIONS OF ALCOHOL MANAGERS

The Alcohol Manager (AM) is the person overseeing the alcohol component of the event—managing everything from request of distribution of alcohol at the event and all point between. The AM must be familiar with the University alcohol policy. The AM must be familiar with the available support resources at an event (i.e. venue manager, proctors, security, staff, etc.). The AM must have completed alcohol training and must be at least 21 years of age.

The AM must not consume alcohol prior to and during the event—including the event wrap up and conclusion. The AM supports the proctors and bartenders at all points of alcohol distribution at an event.

The AM reports directly to the EM.

The AM must be present for the entire duration of the event—including wrap up and event conclusion.

COMMUNICATING EXPECTATIONS

Expectations to all student managers will be communicated first at the advising level and next during the Alcohol training and event management training at various times throughout the year.

STUDENT ACCOUNTABILITY AND SANCTIONS

In the case where an event goes badly (policies were violated, agreements not honored, improper conduct of participants and student management), the sponsoring student organization will be liable and held responsible. In the instances where there are co-sponsorships, all sponsoring groups will be held accountable. Sanctions will be determined after discussions with advising offices, student organizations, and the event management offices. Sanctions could include damage assessments, increase security costs for future events to suspension of privileges for a specified period of time.

SUPPORT RESOURCES

The following chart shows how many levels of support resources each venue has access to. At a minimum, 3 of the support levels listed below must be in place before an alcohol related event can be approved. It is the discretion of each individual venue to determine which resource should be accessed, but at least 3 levels of support are encouraged.

The following highlights policy implications for events where alcohol will be served. Discuss specifics for your event with your advisor.

THEME

Remember that the theme of your event must be social, cultural, or educational and not the availability of alcohol.

ADVERTISING

Your event may not be publicized until it is approved by your advisor. All publicity must state that double proof of age is required for the consumption of alcoholic beverages and may not mention or depict alcohol in any other way.

FOOD AND BEVERAGES

Food and non-alcoholic beverages must be continuously and amply provided and displayed throughout the event.

SUPPORT RESOURCES

	VENUES					
	Earl Hall	Lerner Hall	Res. Halls	Barnard	Outdoor	Grad
1 - Proctor						
2 - Security						
3 - Venue Manager						
4 - Events Manager						
5 - Alcohol Event Manager						

DAY OF THE EVENT MANAGEMENT REMINDERS

Neither members designated to serve alcohol and check for proof of age nor the event coordinator may consume alcohol.

The event coordinator must arrive one half-hour early to meet with the lead proctor.

Only the approved amount of alcohol will be allowed at the event.

If a punch or other mixed drink is prepared in quantity before or during the event, it must be mixed in the presence of the proctors, not before their arrival.

You must enforce University policy at the event, and may seek the assistance of a proctor or security officer. If an emergency arises during the event that creates an unsafe or dangerous situation, go to the proctor and then call Security and CAVA.

After the event, report any problems you experienced to your advisor.

At the specified closing time, all service of alcoholic beverages must cease. Kegs must be untapped. Punch or other mixtures must be promptly disposed of. Proctors are not authorized to make exceptions to these rules.

KEG PROTOCOL

Kegs are not allowed in the residence halls on the Morningside campus and its Brownstones or in Lerner Hall.

Wherever kegs are allowed, all keg-poured beer must be served in a clear 12-ounce cup.

All servers must be of legal drinking age and must refrain from drinking while serving.

PROCTORS

In accordance with the University's Alcohol Policy, Student Affairs will determine if proctors will be assigned to the event. If persons under 21 years old are present, proctors must be used. Certain other locations or events may also require proctors, or they may be required for additional reasons other than age of participants or physical location of the event. If proctors are assigned to the event, proctor information will be listed on the approved form and available prior to the event from your Student

Affairs advisor. The Event Coordinator must contact the lead proctor at least twenty-four hours before the event to discuss alcohol policy and the role and responsibility of the proctors. The proctors' role is primarily to identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

SERVING ALCOHOLIC BEVERAGES

Only the amounts and types of alcoholic beverages approved for your event may be served. Alcohol must be served, one drink at a time, only to persons who have been checked for proof of age, and must not be served to anyone who is drunk or disorderly. Both the temporary beer and wine permit and a warning on the effects of alcohol during pregnancy must be displayed. Unused alcohol will be disposed of completely as directed by the lead proctor. No alcohol may be stored past the ending time of the event and no alcohol may be removed from the physical location of the event — this should be taken into account along with other factors in planning for the event. All bartenders must be 21 years of age or older and must display ID before the start of the event.

CHECKING FOR PROOF OF AGE

Valid double proof of age (21 or older) is required to drink alcoholic beverages and must include a US or Canadian driver's license or non-driver identification card, passport, or US Armed Forces identification card; a CUID card may serve as the second proof of age. Approved wristbands must be used to identify those who have shown proper proof of age.

CHANGES

If any aspects of the event change—e.g. date or time— contact your advisor as early as possible.

ALCOHOL POLICY AMENDMENT FOR RECURRING PARTIES (FALL 09)

The University requires its student groups to plan appropriately for alcohol consumption at registered events as outlined in the University alcohol policy: (http://www.columbia.edu/cu/lernerhall/docs/Policies/UEM_Policy/Alcohol_Drug_Policy.html#Alcohol_Statement_of_Policy).

The University is also required to conform with all laws regarding the distribution of alcohol on its premises, as well as with the limits of the NYS Temporary Beer and Wine permit. Lastly, it is important that university administrators do not engender circumstances that would encourage leftover alcohol to travel to other events or to be misused in any way. Given these concerns, the following are modifications to the current University Alcohol Policy to be implemented in the Fall 09 semester:

tronic version will also be maintained on the UEM shared drive and sent to the student group & advisor after each event.

- For events in Lerner Hall, an exception will be made for prior established recurrent events that feature alcohol (Lerner Pub & First Friday Dances)
- For such events, the sponsoring group is allowed to store up to three cases of left-over beer depending on storage availability.
- Access to storage will be in place for such events on a "per term" basis – if there are, for example (3) 1st Friday Dances in the fall, the excess alcohol could be carried over for the remaining events in the fall term. At the end of the term, any excess will be dumped. An organizational advisor, in consultation with appropriate University Event Management (UEM) staff, could approve the alcohol carrying over beyond the term into the next, provided there are legitimate extenuating circumstances that the advisor has vetted.
- Any carry-over beer would be counted against the order for the next event. If there are, for example, 75 drinks left over and the group has requested 375 drinks for the next event, the group would only be allowed to order 300 more drinks. The excess beer should never be used as surplus for the party/event.
- The excess beer can only be retrieved at the start of the event. Afterwards it would remain locked away.
- The beer will be stored in a section of the cooler located in the Lerner Hall Party Space
- The on-duty event staff person, i.e. Advisor/Proctor/UEM staff or venue manager, would determine at the end of the event whether the alcohol could be stored. This decision is dependent on space availability and the judgment of the on-duty event staff person.
- UEM will maintain a log of the alcohol inventory and will ensure that this document is brought to each event review meeting. An elec-

Campus Press Policy

OFFICE OF PUBLIC AFFAIRS —
CAMPUS PRESS POLICY

The following press policies are designed to allow for freedom of the press while ensuring that University events and activities may be conducted without disruption by press coverage and that students’ rights to privacy are respected. The Columbia University campuses – all buildings, facilities and grounds – are private property and as such are subject to restrictions allowable by law.

PRESS CONDUCT POLICY

Press must respect the right of students not to be interviewed, if they so decline. Press may not take or use pictures of students or film students without first gaining their written permission to be filmed and identified. Press attending events must stay seated in the press section, unless permission is given to sit elsewhere.

In general, if a student has agreed to be interviewed in advance or if a student group has approached a press outlet to cover a student event, press permission will be granted as long as press agree to comply with these access policies. Press who seek interviews before or after a specific event must do so in approved outdoor spaces, so as not to impede attendees entering or exiting the event.

Press are not allowed to enter classrooms without the permission of the instructor and shall not interrupt classes in progress.

PRESS ATTENDING EVENTS

Not all University events are open to the press. Those that are open, usually require that press register in advance. In some instances, that registration may take place at the event itself. In order to gain access to the event, working press must agree to comply with University press policy on press conduct while covering the event and must show their press credentials upon attending the event. On high security events, press who have not pre-registered may not gain access at the time of the event.

While working press without camera equipment are free to enter the campus at will, reporters are NOT ALLOWED inside classrooms, dormitories or other interior spaces unless by special permission granted in advance by the Office of Public Affairs and the Office of Public Safety.

PHOTOGRAPHY, FILMING AND VIDEOTAPE RESTRICTIONS

To obtain clearance, press with video camera equipment who seek to enter the campus MUST contact the Office of Public Affairs in advance at 212-854-5573 with a specific date, time and names of crew. The Public Affairs Office will inform the Office of Public Safety that the camera crew has been cleared. Without that clearance, all press carrying camera and film equipment will be stopped at the gates. Press who receive permission to enter the campus must clearly display their official press credentials at all times, on campus.

Unless permission is granted for other venues, cameras, filming and videotaping are only allowed in outdoor, public space on campus, such as College Walk (116th St. between Amsterdam and Broadway).

Film cameras, digital cameras, movie cameras and video cameras are NOT ALLOWED inside campus facilities, including auditoriums, cafeterias, classrooms, corridors, dormitories, gymnasiums, laboratories, libraries, lobbies, residential halls, theaters, the Lerner Hall student center and other interior spaces unless cleared for such use.

The University does not allow press to film or videotape “broadcast roll” on campus, unless cleared to do so and accompanied by a public affairs officer.

PRESS PARKING

Press may unload equipment at either of the gates at 116th Street and Broadway or Amsterdam, but parking is not allowed on campus. Crews with large amounts of equipment may request permission to unload only at the Grove Elevator at 119th Street and Amsterdam. Vehicles must be parked off campus – no exceptions.

Letter of Intent

Did you know that student groups must complete a Letter of Intent even if they are not paying a speaker or performer? See your advisor for more information.

did you know?

Contracts, Honoraria and Letters of Intent

Student Affairs no longer offers generic contracts that can be completed for student organization purposes.

Instead the Division offers a Student Organization Letter of Intent for a Fee or Stipend Event, or a Student Organizational Letter of Intent for a Non Fee or Stipend Event.

Student organizations wishing to pay an honoraria or fee to a speaker or performer should see their advisor to tailor a Student Organization Letter of Intent for a Fee or Stipend Event. If a speaker or performer presents you with their own version of a contract, bring the it to the attention of your Student Affairs advisor.

Any student organization that brings in a speaker or performer that does not charge a fee or stipend (gratis) must consult your student affairs advisor about a Student Organizational Letter of Intent for a Non Fee or Stipend Event. This document serves to layout the scope of the event and all logistical details and is a benefit to all parties. Again, see your advisor if you have any questions.

Student organizations are not allowed to enter directly into contracts with outside organizations or entertainers. Your Student Affairs advisor and the staff of the Student Affairs Central Business Office are the only persons that can legally sign-off on behalf of the University.

Students that enter into contracts on behalf of their student organization are placing themselves at great legal risk. Please see your Student Affairs advisor for more information.

Partisan Activity

Based on the nature of the University, a student organization cannot use its allocation to actively engage in lobbying for legislation pending in any governmental body and/or be actively be involved in the campaign of any person running for public office.

If you have a question concerning partisan activities, please contact your student affairs advisor.

University Resources

Did you know that the fact the University is classified by the IRS as a 501(C)3 non-profit organization impacts how student groups can conduct partisan activities on campus? If your organization is going to include partisan activities as part of your programming, please see your Advisor.

did you know?

General Travel Policy

Any student clubs that desire to go on a trip or event that includes travel outside of the NYC area must complete a series of forms. The senior student officer responsible for coordinating the trip will be required to complete one (1) General Group Travel Information Form on behalf of the Student Group.

Each trip participant will be required to complete and submit either a Day Trip Individual Travel and Waiver Form or an Overnight Trip Individual Travel and Waiver Form. A copy of this form will be taken with the traveling group and one copy will be filed with the group's advisor. Please note that these forms can contain confidential information and should be handled accordingly. Forms should only be reviewed and maintained by one designated officer of the student organization. The advisor copy will be filed in the appropriate advising office and will only be used in emergencies and will be destroyed once all members on the trip have returned to campus safely.

All forms must be submitted to your advisor two days prior to your departure from campus. Please see your advisor for more information.

Student organizations wishing to travel outside of the fall and spring academic semesters must consult their student affairs advisor for approval. Additional limitations might be applicable based on your recognition.

All students must uphold Columbia University policy while traveling as a student organization. Please see FACETS for information on the rights and responsibilities of Columbia students.

International Travel

Any student organization wishing to participate in international travel must consult their Student Affairs advisor for approval. International trips will require the same travel paperwork but with modified travel waivers and insurance liability, as assessed by Student Affairs and General Counsel. Travel to countries with a travel alert or a travel warning will require additional paperwork and training. SACBO collaborates with the Office of Global programs to ensure that pertinent information on the trip is collected and tracked. Each trip participant may be asked to furnish proof of medical insurance and will be provided ISOS cards with specific information about emergencies. Your advisor will assist you through this process as there are many complicated factors.

Any international travel outside of the fall and spring academic semesters must consult their Student Affairs advisor for approval. Additional limitations might be applicable based on your recognition and the country being visited.

Medical and Travel Insurance Requirements

Travel insurance thresholds will be assessed by your Student Affairs advisor with the assistance of General Counsel and Risk Management. Extra travel insurance might be required of each participant based on travel details and logistics. Each trip participant may be asked to furnish proof of

medical insurance and your organization might be asked to purchase additional liability insurance based on trip liability. See your advisor for more assistance.

Office of Transportation Services

The University has established the Office of Transportation Services to assist department and student organizations in getting the best prices on transportation. The office can assist you in seeking bus and van rentals at the best price. It is strongly encouraged that you use the OTS for rentals since the University has already negotiated competitive prices and vetted the contracts and insurance agreements with their designated vendors. Please visit their website at: www.columbia.edu/cu/transportation/docs/shuttles/index.html

Car Rentals and Rental Insurance Requirements

If your organization needs to rent vehicles, please contact your Student Affairs advisor for the best agencies. We have stabled relationships with a couple of companies that give the best rates on passenger cards and mini-vans.

The Division of Student Affairs requires a full waiver for vehicles damage (i.e. insurance that covers 100% of the cost to repair physical damage to a rented vehicle) and a minimum of \$1,000,000 in liability insurance for rented cars. When renting vehicles domestically from the Office of Transportation Services or through the University's preferred vendor, Hertz, do not purchase any insurance. If purchasing through a non-affiliated vendor or internationally, you must purchase Loss Damage Waiver, Liability Insurance Supplement and Personal Accident Insurance. These insurance purchases will add to the cost of the rental but it is imperative that it is purchased.

The advantage of using Hertz is the University Wide Agreement already includes all the necessary insurance, when renting domestically. The CDP number, is 254158, must be used at the time of reservation to be covered by the University insurance agreement.

All authorized drivers must be listed on the car rental contract at the time of rental.

If a student group wishes to use a vendor that is not secured through OTS or is not Hertz, they must provide the vendor's certificate of insurance and a rental agreement contract to their SACBO representative, who will reach out to the Office of Risk Management and Purchasing, to review and certify the vendor. This can be a lengthy process so be sure to plan ahead.

Email, Mailing Lists (Listserves) and Websites

Student organization can request organizational email aliases, Mailing lists (list-serves) and University website space through their Student Affairs advisor. For general questions you can contact your advisor or the CUIT helpdesk at 4-1919 or askcuit@columbia.edu.

TO REQUEST A NEW STUDENT ORGANIZATION EMAIL ALIAS

Send an email to postmaster@columbia.edu and Cc your Student Affairs advisor. In the body of the email, please include the name(s) and UNI(s) of the Columbia student(s) who will be considered the owner(s) and a few possible suggestions of aliases you might like (i.e. XYZ@columbia.edu). A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the creation, the owner(s) will be emailed the official email alias and detailed instructions on how to operate the account.

TO UPDATE STUDENT ORGANIZATION EMAIL ALIAS PERMISSIONS

The current owner of the email account can send an email from the current student group email to postmaster@columbia.edu, making sure to Cc your Student Affairs advisor. The email should state that you want to change the ownership permissions to the account and include the new owner(s) name(s) and UNI(s). A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the changes, CUIT will email the new owner(s) and Cc the old owner with the official alias and detailed instructions on how to operate the email account.

If the owner of the email account no longer is affiliated with the University or the organization, please send an email to postmaster@columbia.edu, making sure to Cc your Student Affairs advisor. Make sure that your email includes the email alias to be reset, the email alias, and the new owner(s) that you wish to take ownership of the account. A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the changes, CUIT will email the new owner(s) with the official alias and detailed instructions on how to operate the email account.

TO REQUEST A NEW STUDENT ORGANIZATION MAILING LIST (LIST-SERVE)

Your group should first visit the CUIT webpage at www.columbia.edu/acis/email/lists/ on mailing lists and assess what type of list is best for your organization. Most student clubs at Columbia utilize a Majordomo Mailing List. Next you should send an email to postmaster@columbia.edu and Cc your Student Affairs advisor. In the body of the email, please include the name(s) and UNI(s) of the Columbia student who will be considered the owner(s), the type of mailing list you are requesting, and a few possible suggestions of aliases you might like for the mailing list (i.e. XYZ@columbia.edu). If you have a general student organization email alias, please submit a few possibilities that will not be confused with the general email. A member of CUIT will respond seeking the approval

from your advisor. Once your advisor approves the creation, CUIT will email the owner with the official mailing list alias and detailed instructions on how to operate the mailing list account.

TO UPDATE A STUDENT ORGANIZATION MAILING LIST (LIST-SERVE) PERMISSIONS

The owner(s) of the mailing list can log-on at <https://wind.columbia.edu/login?service=OIL&destination=https://www1.columbia.edu/sec-cgi-bin/samurai/maillist> and make any necessary changes to the account.

If the owner of the account no longer is affiliated with the University or the organization, please send an email to postmaster@columbia.edu, making sure to Cc your Student Affairs advisor. Make sure that your email includes the email alias to be reset, and the new owner(s) that you wish to take ownership of the account. A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the changes, CUIT will email the new owner(s) with the official mailing list alias and detailed instructions on how to operate the account.

TO REQUEST A NEW STUDENT ORGANIZATION WEBPAGE

A student organization should send an email to webmaster@columbia.edu, making sure to Cc their Student Affairs Advisor. In the body of the email, please include the name(s) and UNI(s) of the Columbia student(s) who will be considered the owner(s) and a few possible suggestions of web addresses you might like (i.e. www.columbia.edu/cu/XYX). A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the creation, the owner(s) will be emailed the official email alias and detailed instructions on how to operate the account.

TO UPDATE OR CHANGE STUDENT ORGANIZATION WEBPAGE PERMISSIONS

The current owner of the webpage account can send an email from the CU email account to webmaster@columbia.edu, making sure to Cc your Student Affairs advisor. The email should state that you want to change the ownership permissions to the account, the web address, and include the new owner(s) name(s) and UNI(s). A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the changes, CUIT will email the new owner(s) and Cc the old owner with the official alias and detailed instructions on how to operate the email account.

If the owner of the email account no longer is affiliated with the University or the organization, please send an email to webmaster@columbia.edu, making sure to Cc your Student Affairs advisor. Make sure that your email includes the webpage address to be reset, and the new owner(s) that you wish to take ownership of the account. A member of CUIT will respond seeking the approval from your advisor. Once your advisor approves the changes, CUIT will email the new owner(s) with the official alias and detailed instructions on how to operate the email account.

GENERAL CUIT POLICIES

Please refer to the CUIT website for more information about policies governing the use of email, mailing lists and websites. www.columbia.edu/cuit/

Guarding Your Personal Privacy

The emergence of new communication technology each year means it is more important than ever to protect your personal privacy. Officers of student organizations at Columbia University should make themselves aware what personal information they put out in the world when communicating on behalf of a student group. While most CU student email addresses are accessible from the University website, we encourage our student organizations to seek an anonymous student organization email alias and/or mailing list. This service is provided at no cost to your organization. Further, it is important for student officers to be mindful of the audience for which emails are meant. If emails are tailored for public view, as those typically sent via mailing lists (listserves), officers should consider only using their first name for privacy issues. This is also a good rule of thumb for times you are corresponding with unfamiliar members of the general public. It is important to also consider personal privacy with any information you may post on a student organizational website. Any student group officer should be consulted before their name and contact information is placed on a website. Again, the creation of a simple mailing list or Majordomo alias (i.e. XYZgroup@columbia.edu) can simplify this issue. Email to this address will automatically be distributed to all members placed on the list.

It is also important for your student group to communicate any concerns over privacy issues to your Student Affairs advisor. It is a good practice to discuss which email address(es) your organization prefers to use in receiving communications, and what email or contact information can be given out to general inquires made by the public.

Again, see your Student Affairs advisor with questions or concerns.

Use Of University Name, Images and Logos

Please refer to the previous "Events" section on University Licensing Guidelines or see your advisor.

Lerner Mailboxes

Recognized student groups may request to have the undergraduate student mailboxes stuffed in Lerner Hall with notices, advertisements or flyers. This service is provided by the Mail Center staff at no charge to your organization. Student organizations are no longer manually able to stuff boxes themselves due to security.

No student groups will have access to the mail centers from September 1st - October 15th.

Here are the steps a student group must follow:

We strongly recommend that you schedule your mailbox stuffing as far in advance as possible.

You should contact the Manager, Tyson Sleete, as soon as possible to arrange for a mailbox stuffing: 854-0101 or ts2356@columbia.edu. He will provide you with the necessary authorization form.

The Mail Stuffing Authorization Form must be completed and signed by your Student Affairs Advisor.

All requests must be approved by the manager of the Columbia Student Mail Center.

Contact Tyson Sleete to arrange for a mailbox stuffing: 854-0101 or ts2356@columbia.edu.

Student groups with national or off-campus affiliations may be subject to a stuffing fee of \$550.

The Columbia Student Mail Center can provide a listing of students by year, but requests for specific lists must be made prior to stuffing. The Student Mail Center does not provide listings based on race, gender, religion, national origin or major of study.

The above information is subject to change. Please contact the Columbia University Student Mail Services for current policies.

Flyering

Student organizations may flyer around campus as long as they follow all policies and procedures outlined by individual department and building policy, and as outlined in FACETS. Further, student organizations are subject to New York City ordinances when flyering off-campus. Please contact your local police precinct if you have a question or concern about off-campus flyering.

Additionally, student groups should be aware that placing flyers on pavement or ground is a hazard for individuals living with disabilities, and will be removed promptly by University staff.

Publication Advertising Policy

ADVERTISING IN STUDENT PUBLICATIONS

Soliciting advertisements for your student group publication can be an excellent way of supplementing your group's allocation and increasing your financial resources. With many publications (and other media) competing for advertisers' interests, being well-prepared and thoughtful in creating a strategy for acquiring advertising dollars will provide great dividends. Try to put yourself in the advertisers' shoes – they have a limited budget for advertising and need to make smart choices on how to spend it. You can help them choose your publication by providing helpful, up-to-date and clear information. Here are a few hints for putting together the best strategy for your publication:

Why your publication?

Have current statistics ready:

Distribution amounts and locations

Demographics (who gets your publication? Students? Alumni? Others?)

Frequency (how often does it come out?)

Relevant or timely themes/issue/articles and targeting specific businesses

Does your current issue (or your publication in general) have a point of view or focus that aligns with a business' interests? For example: if your publication (or an article in this issue) focuses on inexpensive ways to decorate a student apartment, then you might want to approach local hardware, furniture, and design stores to let them know of the "opportunity" to advertise in this issue/publication.

Think outside the box

Since there are many publications competing for advertising dollars, anytime you can come up with a new idea for a potential advertiser, you will be positioning yourself for greater success. Keep in mind that there are businesses in areas outside of Morningside Heights which may be interested in student business.

Make it Easy to Say "Yes" – Businesses, especially small local ones, will respond better to clear and simple information. Have a hand-out sheet ready which will include information about demographics and distribution, timelines (including advertising deadlines) and standard ad sizes (including actual dimensions) as well as acceptable formats for submissions (electronic files, etc.). You most likely will want to include the price of each size advertisement on this sheet. Also include contact information should they have questions.

Pricing – Are your prices competitive? Come up with a good pricing structure that will serve your needs but still remain attractive to businesses. Think about whether you would benefit from offering volume discounts (i.e., advertise in four issues and receive a 20% discount).

Be timely – Provide enough lead time for the business to review your materials and prepare an ad. Be clear as to deadlines and publication

dates. Think about when other publications are seeking advertising dollars and when businesses might have more or less of them available (some businesses may have a surplus at the end of their calendar year that they need to spend; others may not and may need to wait until their new budget kicks in).

With all of that in mind, there are some guidelines which must be followed in soliciting and running advertisements in your publication:

All monies collected must be deposited into your Student Affairs account (Checks made payable to Columbia University). If you are soliciting from another Columbia department, you can arrange for a transfer of funds into your account (called an "Interdepartmental Invoice" or "IDI") – but please, get the advertising agreement in writing.

Advertisements placed in student group publications:

- may not support or promote illegal activities including but not limited to the sale and/or use of illicit drugs.
- may not promote or encourage the consumption of alcohol. Advertisements from establishments which serve alcohol may be accepted; however, the advertisement may not include alcohol-related "specials" (i.e. 2-for-1 Happy Hour, etc), or be focused on an event whose main theme is alcohol-related (ie. "Beer Bust Thursdays").
- may not promote for-profit gambling ventures (a non-profit venture such as a fundraising "raffle" would be acceptable).
- may not include sexually explicit images or content.

Student leaders are encouraged to consider the impact of any advertisement on the Columbia Community, especially in cases where there is reason to believe the running of this advertisement might be incendiary. If there is any question regarding the ramifications of accepting an advertisement, group leaders are encouraged to discuss the matter with their Student Affairs advisor. If publication leaders, in connection with their Student Affairs advisor or on their own, deem the advertisement inappropriate, the group is responsible to refund the advertiser any fees collected for the specific advertisement, or accept a mutually agreed upon replacement for the unacceptable advertisement.

By planning a strategy, maintaining clear business practices and communication and staying aware of your readership and role in the community, your publication can successfully use advertising to support and enhance your group's activities.

Gift Accounts/Donations

The University has gift accounts in which organizations can deposit tax-deductible donations to the University, to underwrite operating costs or to fund specific events/programs. Student organizations should speak to their advisor, or SACBO financial advisor if they are going to solicit funds from any outside source. Not all organizations will be granted these accounts.

Student organizations with gift accounts should remember that there is a 7% transaction fee and should plan accordingly in their budgets. Solicitation of alumni and families is generally not permitted. Please speak with your advisor to discuss alternative.

Corporate Sponsorships

Student organizations that wish to pursue corporate sponsorships to underwrite the costs of their group should contact their Student Affairs advisor. Student groups may seek appropriate sponsorship, advertising revenue, or the donation of products to help finance events and activities. NOTE: Alcohol and tobacco companies may neither fund nor be affiliated with any Columbia-sponsored event or activity. Consult with your advisor before approaching any company for sponsorship.

There are strict guidelines concerning corporate sponsorships as outlined by the Student Affairs Central Business Office. Your advisor will work with SACBO staff to make sure that you meet these guidelines. Please note that this is a lengthy and timely process. Be sure to plan in advance!

All materials mailed or sent to potential corporate sponsors must be approved by your Student Affairs advisor. Please see your advisor for examples of past solicitation campaign materials from student organizations.

Fundraising for Charity

If your student organization is going to plan an event or fundraiser that raises money for an outside charity, please see your advisor first. Due to the tax status of the University, charity fundraisers are approved on a case-by-case basis by student affairs advisors and the Student Affairs Central Business Office. Please see your advisor for more information and solicitation letter templates.

Games of Chance Fundraisers

If your student organization wishes to hold a fundraiser that incorporates games of chance, please see the Games of Chance policy on page 55, and speak to your advisor.

Partisan Activity

If your student organization wishes to hold a fundraiser that incorporates partisan activity, please see the Partisan Activity policy on page 55, and speak to your advisor.

Fundraising

Did you know that the fact the University is classified by the IRS as a 501(C)3 non-profit organization impacts how student groups can fundraise?

To make sure you are following the University and Division of Student Affairs policies, meet with your Advisor and SACBO Financial Advisor before venturing on any activity involving fundraising.

did you know?

Additional Campus Funding Opportunities

ABC APPEALS

The ABC accepts rolling appeals for ABC student organizations throughout the school year to better facilitate groups' programming needs. Forms are available from their webpage, www.columbia.edu/cu/abc, and are processed as they are received. Appeals may be made for such things as new events, cost overruns on planned events, and many other purposes. The ABC strives to support its groups' programming by permitting them to appeal for additional funds on an as-needed basis. Student organizations are encouraged to seek out other student groups that can co-sponsor events that are related to similar interests.

CCSC CO-SPONSORSHIP FUND

The CCSC has the ability to co-sponsor events on campus. Student groups planning new initiatives qualify for CCSC co-sponsorship funding. Any person or group requesting co-sponsorship must submit a line-item budget for the event, a detailed breakdown of the overall budget and plans for the year, as well as a plan for soliciting co-sponsorships from other campus groups and outside sources. The CCSC's co-sponsorship committee ultimately decides the size of the co-sponsorship CCSC will offer. CCSC Co-Sponsorship fund applications are available at their website, www.columbia.edu/cu/ccsc.

ENGINEERING STUDENT COUNCIL CO-SPONSORSHIP

Please visit the ESC website <http://esc.cuengineering.com> or email esc@columbia.edu for more information.

GSSC CO-SPONSORSHIP

Email gsidea@columbia.edu asking to be included on the meeting agenda. The request needs to be received by GSSC five days prior to the meeting to ensure a spot on the agenda. The email should include the group making the request, the amount to be requested and how the money will be spent. GSSC will send the requester an email confirming time on the agenda. The person making the request should bring material for 15 people and be prepared to answer any questions. The request will be voted on by GSSC in the next meeting. The GSSC treasurer will notify the group of GSSC's decision.

SGA CO-SPONSORSHIP FUND

The purpose of the SGA Co-sponsorship Fund is to promote on-campus programming that benefits Barnard students but may target the entire campus community. Co-sponsorship Requests to SGA will be judged on the merits of the program (benefit to the campus community at large), program viability (projected attendance, effort on part of student group), and the need of the student group.

Please visit barnard.edu/sga to download the Co-Sponsorship application.

DIVERSITY INITIATIVE GRANT (DIG) - CC AND SEAS OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) Diversity Initiative Grant is available to Columbia recognized student organizations to support events that fulfill one, two, or all of the following objectives: foster diversity education, promote multicultural awareness, and create avenues for cross-cultural dialogue. Additionally, the grant supports inter-group communication and collaboration among student organizations. Particular preference will be given to programs that promote cross-cultural dialogue and interaction. Programs seeking support must be academic or educational in nature, such as but not limited to lectures, panels, book talks, debates, forums, or film screenings. Social events (i.e. cultural showcases, parties, talent or fashion shows, etc.) are not eligible for support from the Diversity Initiative Grant. In order to be considered for funding, the following criteria must be fulfilled:

Sponsoring organizations must be recognized by the ABC, SGB, IGC, Community Impact, or Club Sports.

Proposed events must be co-sponsored by at least two recognized organizations.

Goals of the event must clearly further cultural awareness and diversity education at Columbia.

All events must take place on the Morningside Campus.

Proposals must be received a minimum of 2 weeks prior to the proposed date of the program, but no later than the Fall semester deadline, November 28th, 2006. Decisions will be made within 5 business days of submission. Proposals should be sent to the Office of Multicultural Affairs via email at multicultural@columbia.edu, by fax at 212-854-9801, or in person (401 Lerner Hall).

THE PRESIDENT'S AND PROVOST'S STUDENT INITIATIVE FUND

The President's and Provost's Student Initiative Fund is available to all recognized Columbia University student organizations. The Fund provides financial support to projects which benefit the University community through first-time initiatives that foster inter-group communication, collaboration, and educational programming on campus. While the Initiative Fund generally supports new and innovative programs, organizations that received funding in the past are encouraged to apply for funding for any new initiatives.

Each semester the President and Provost make \$10,000 available specifically for undergraduate initiatives. The review committee currently includes representatives from Columbia College, Barnard College, School of General Studies, and School of Engineering and Applied Sciences. Each semester this committee is charged with awarding funds to those applications that best meet these goals.

Project/event should have the following criteria:

- The initiative should be a first-time event and/or program
- The project/event should cross school and university boundaries
- The project/event should benefit the University community
- The project/event should promote inter-group communication and collaboration
- The project/event may be cultural, educational, or social

Information and applications are posted on the Lerner Hall website during the first two months of the Fall and Spring semesters. For further information, please contact:

Alfred Lerner Hall
Office of the Executive Director
7th floor
854-5830
lernerhall@columbia.edu
www.columbia.edu/cu/lernerhall/

THE OFFICE OF THE UNIVERSITY CHAPLAIN CO-SPONSORSHIP FUND

The Office of the University Chaplain Co-Sponsorship Fund is available to Columbia University's undergraduate, graduate, and professional students. This fund provides administrative and/or financial support to programs that focus on religion, spirituality, race, ethnicity, sexual identity, gender, social justice, and community service. The Office of the University Chaplain Co-Sponsorship Fund is available for recurring events, as well as first-time innovative programs. This year the fund will only be awarded during the Spring semester.

Those applicants whose proposals are accepted are required to submit a flyer or invitation to the Office of the University Chaplain prior to the event and a one-page essay on how their event(s) contributed to strengthening coherence and unity at the University following the event. "The Office of the University Chaplain" must appear on all publicity including posters, flyers, calendars, newspaper

advertisements and broadcast messages as a co-sponsor of the event. The deadline for fall, 2009, is Noon on Friday, October 2, 2009

For further information, please contact: commonmeal@columbia.edu for more information.

STUDENT GROUP CO-SPONSORSHIP

Consult with other student organizations recognized by the University to find groups that may be interested in organizing and co-sponsoring an event with you. For a list of organizations and websites, you can go to the website of each governing board or visit www.columbia.edu/cu/groups.html

SPONSORSHIP WITH OTHER SCHOOLS

You must receive your advisor's approval before approaching a group from another institution or inviting students from other universities to an event. Any off-campus advertising must be approved by your advisor, and admission policies applicable to the event must be clearly explained in publicity. Additional conditions regarding security and guest lists will be determined based on the specifics of your event. It is highly recommended that co-sponsorships with other schools be arranged through a signed contract (please see your Student Affairs advisor).

FUNDRAISING

You should contact your Student Affairs advisor and schedule an appointment with them if you have questions about raising funds from alumni, events, individuals, corporations, special events, etc. Please review the fundraising section.

GAMES OF CHANCE

Before planning any activity involving games of chance, see your advisor. Review the Games of Chance Policy on page 55 and make an appointment to see your advisor.

THE STUDENT GOVERNMENT FACILITIES FUND
The Student Government Facilities Fund is a front-end payment to cover all student group Facilities expenses, with the exception of tents and staging costs, for events outside Lerner Hall. The fund was established in 2004 by the Columbia College Student Council (CCSC), the Engineering Student Council (ESC) and the General Studies Student Council (GSSC). The fund is a resource to encourage a vibrant campus life. It is available to recognized undergraduate student organizations on the Morningside campus.

The amount in the fund is reassessed after each year based on past data and it is important to note that this increase will not be limitless. Student group allocations are taken from the student councils' budgets, and these allocations decrease to some extent because of this front-end payment. Furthermore, student group programming will be restricted by existing limitations on available space and student time.

Since the fund is limited, students should be conscious of facilities charges and should speak with their advisor prior to requesting services. Groups need not apply for this fund but should work with their advisors to identify which event costs will be directly covered by the fund.

THE STUDENT GOVERNMENT SECURITY FUND
The Student Government Security Fund is a front-end payment to cover all student group security expenses within normal student organizational program parameters.

The amount in the fund is reassessed after each year based on past data and it is important to note that this increase will not be limitless. Student group allocations are taken from the student councils' budgets, and these allocations decrease to some extent because of this front-end payment.

Since the fund is limited, students should be conscious of security charges and should speak with their advisor prior to requesting services.

KRAFT FAMILY FUND FOR INTERCULTURAL AND INTERFAITH AWARENESS

Encourages recognized student groups at Columbia University and Barnard College to collaborate on projects that promote intercultural and interfaith awareness and understanding across the University. Sponsored programs will provide students with timely and appropriate venues for exploring controversial issues and resolving conflicts in a manner that promotes greater understanding among Columbia University students of diverse backgrounds and perspectives.

Projects eligible for consideration will bring together two or more recognized student cultural and/or faith-based groups that seek to advance intercultural and/or interfaith awareness through interaction and an open exchange of ideas. Eligible projects may also be collaborative projects between a recognized student religious or cultural group and the Office of the University Chaplain. They may involve events that take place off campus or entail training and education projects. Projects

that meet the guidelines of the fund will include a wide range of activities, events, and discussions that bring together students and create shared opportunities for learning and dialogue that emphasize the intersection of the unique relationships between culture, religion, race, and ethnicity.

Recognized student groups interested in applying must schedule a brief meeting with Kraft Fund administrators to review their proposal before applications are accepted. The review committee will meet after the application deadline to make decisions on projects that will be awarded. No project will be funded retroactively. Only after an award confirmation is received should groups begin allocating monies from the Kraft Family Fund. The deadline for Fall 2009 applications is Noon on Friday, September 25, 2009 in Earl Hall, Room 203. Email KraftFund@columbia.edu or visit www.columbia.edu/cu/earl for more information. For more info see: www.columbia.edu/cu/earl/

THE GATSBY CHARITABLE FOUNDATION FUND — CUARTS

This purpose of the Gatsby Student Arts Fund, which is managed by CUArts, is to inspire the creation of new and non-curricular student artwork and enrich students' endeavors in the arts. It is open to all student groups, but groups may only receive funding once in each fiscal year (July—June). Applications are accepted once a semester. Sept 30, 2009 and January 22, 2010; please see <http://cuarts.com/gatsby/> for more information about the grants and the application process.

THE COLUMBIA UNIVERSITY INTERFAITH FELLOWS PROGRAM

The Columbia University Interfaith Fellows Program is a new initiative of the Office the University Chaplain. The Interfaith Fellows Program will support ten students interested in interfaith programming at Columbia University. Interfaith Fellows develop programming to engage faith communities in their schools at Columbia University on issues of faith and spirituality. Each Fellow will receive a stipend of per semester. Additional funds will be available for programming. The deadline for Fall 2009 is 6:00pm, Thursday, September 18th, to chaplain@columbia.edu. *Only completed applications will be considered.*

Funding Opportunities

Did you know that there are several on-campus funding opportunities for student organizational programming?

did you know?

Frequently Asked Questions

WHERE CAN I MAKE PHOTOCOPIES?

There are University Copy Centers in the International Affairs Building (401 IAB, 854-3797) and in the basement of the Journalism Building (106 Journalism, 854-3233). Village Copier, who is one of our vendors, is another option.

HOW DO I OBTAIN ACCESS TO COMPUTER PERMISSIONS FOR MY GROUP'S E-MAIL ALIAS AND WEBPAGE?

You will have the option of signing up for a club e-mail alias or webpage during the club registration process. Contact your advisor for more information. If you have specific questions about your e-mail alias, you can email postmaster@columbia.edu. For specific questions about your webpage, you can e-mail webmaster@columbia.edu. Please see the Communications and Marketing section.

HOW LONG DOES IT TAKE TO PROCESS A CHECK?

It can take anywhere from four to eight weeks, depending on the time of year and whether the University has previously paid the vendor. Make sure to include all information including the tax ID number of the vendor and a detailed contract or invoice in order to expedite the process. You can choose to have the check mailed directly to the vendor or held in Student Affairs for pick-up.

THE SPEAKER FOR MY ORGANIZATION'S EVENT IS ARRIVING BY CAR. CAN I ARRANGE FOR TEMPORARY PARKING ON COLLEGE WALK?

Parking on College Walk is not allowed. If you have an event where loading or unloading equipment is an issue you can request permission for a vehicle to have temporary access to College Walk. Please see the Events section.

WHO MAKES THOSE COOL BANNERS HANGING IN LERNER? HOW CAN I HAVE MINE HUNG?

There are several vendors that are able to provide these. One that you can try is C2 Media (Tim Michaud at tim.michaud@c2media.com, 646-557-6312). Please remember that you must submit a space request form to Lerner administration specifying the banner's dimensions. Lerner Hall staff will hang and remove your banner.

WHERE CAN I FIND A VENDOR FOR CUSTOMIZED GIVE-A-WAYS, POSTERS FOR CULTURAL MONTHS, ETC...

Your advising office has many resources for your organization. You can stop by and visit your advisor to look through various catalogues and give-a-way books. When printing items with the University Logo, there is a list of specific vendors. Please see your Advisor for the list and more info on the process.

WHERE CAN I FIND KOSHER FOOD?

Barnard Dining Services provides kosher catering. They can be reached at 212-854-6653. In addition, there are several kosher caterers on the Upper

West Side. Ask your advisor for specifics.

IF I AM ORDERING SOMETHING ON-LINE, WHAT ARE MY OPTIONS FOR PAYMENT?

You can (1) obtain an invoice from the vendor and request a check from financial services. (This must be done at least 3-4 weeks prior to the time you actually need the items if the vendor wants the check before shipping), (2) ask the vendor if they will accept a purchase order, or (3) pay for the goods with a personal credit card. Whichever option you choose, you will need to submit an invoice from the vendor in order for financial services to process the check request. If paying by credit card, please submit a copy of your credit card bill as well. Remember that you cannot be reimbursed for tax.

HOW CAN I OBTAIN A LIST OF VENDORS THAT ACCEPT E-FORMS OR VOUCHERS AS A METHOD OF PAYMENT?

The vendor list is updated as vendors leave & join the list and details all businesses and companies that will accept an E-form (ABC Groups) or Vouchers (IGB and SGB Groups) in lieu of cash/check/or credit card. Student Affairs encourages all groups to take advantage of these vendors (many of which are in the neighborhood). The list is located in your advising office.

HOW DO YOU ADD A VENDOR TO THE VENDOR LIST?

Your Financial Advisor has a vendor solicitation packet that you can take to the vendor. If in agreement with the terms, the vendor will send back a completed form and will be added to the list.

HOW DO I GO ABOUT STUFFING UNDERGRADUATE STUDENT MAILBOXES?

Columbia University Organizations will be given the opportunity to stuff all student mail boxes with notifications and postings. Please see the Communications and Marketing section.

MY GROUP MISSED THE DATES TO PRE-CAL-NDAR FOR SPACE FOR NEXT SEMESTER, CAN WE STILL SUBMIT A REQUEST?

No, once the pre-calendar period has ended, groups cannot request space for the following semester. The next available time to submit a request will be the first day of classes of the semester in which you require space.

OUR GROUP IS PLANNING AN EVENT WITH SOME COOL AND UNUSUAL ELEMENTS (LIKE FIRE-DANCERS, BMX AND SKATEBOARD TRICKS, ETC — WHAT DO WE NEED TO DO TO GO AHEAD WITH THIS EVENT?

First and foremost, discuss the event with your advisor well in advance. Events which contain these types of activities need to be vetted by the University's Risk Management Department and that takes some time. While these events may present a fun and impressive spectacle, they require significant planning and resources in order to be possible at all. Please see the Events section.

OUR GROUP IS PLANNING TO ATTEND AN EVENT/COMPETITION OUT OF NYC, WHAT DO WE NEED TO DO REGARDING OUR TRAVEL PLANS?

Your advising office will have forms to complete anytime your group travels (either for a day trip — or for overnight or longer trips). See your advisor to get the correct forms and make sure they are completed and returned prior to the trip. Plan ahead! Please see the Travel section.

get action. do things; be sane,
don't fritter away your time...
take a place wherever you are
and be somebody; get action.
-theodore roosevelt



DIVISION OF STUDENT AFFAIRS
AT COLLEGE OF HUMANITIES

